



# MONTGOMERY COMMUNITY COLLEGE

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

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

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, April 13, 2016 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

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

**Welcome - Claudia Bulthuis, Chairman**

**Approval of the Agenda - Action**

**Board of Ethics Reminder - Claudia Bulthuis, Chairman**

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

**Board Presentation – Lynne Hancock, Practical Nursing**

**Approval of Board Meeting and Called Board Meeting and Committee Minutes –  
Appendix A - Action**

**Standing Committees**

- \* **Budget & Finance Committee**  
March Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**  
March Foundation Fund Statements – **Appendix D**
  
- \* **Building & Grounds Committee**  
Facilities Report – **Appendix F**  
Incident Report – **Appendix G**  
Hosting GPS Station – **Appendix H – Action**  
Proposed Bond Priorities – **Appendix I – Action**
  
- \* **Personnel Committee**  
Introduction of New Employees  
Riley Beaman, Coordinator of Health and Public Safety – **Appendix K**

- Jessica McDaniel, Small Business Center Director – Appendix L
- Lynn Epps, Director of Resource Development – Appendix M
- Revised Board Policy 320.00 Professional Development – **Second Reading – Appendix N - Action**
- Revised Board Policy 610.00 Admissions – **Second Reading – Appendix O – Action**
- New Board Policy 677.00 Student Grievances and Appeals– **Second Reading – Appendix P – Action**
- Notice of Retirement – Custodian/Maintenance Staff – **Appendix Q**
- Notice of Resignation – Compensatory Education Instructor – **Appendix Q-1**
- New Positions Recommendations – **Action**
  - Phlebotomy – **Appendix R**
  - Director of Foundational Studies – **Appendix S**
- Closed Session – **Action**
- Open Session – **Action**
- Revisions to the Organizational Chart – **Appendix T – Action**
- President’s New Contract – **Appendix U – Action**
  
- \* **Curriculum/Student Services Committee**
  - Update from Instruction – **Appendix W**
  - Proposed New Curriculum Program – Medical Office Administration – **Appendix X – Action**
  - Update from Vice President of Student Services - **Appendix Y**
  - Update from Dean of Continuing Education – **Appendix Z**
  
- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe
    - 2016-2017 Legislative Priorities – **Appendix AA**
  - Public Relations/Marketing Update – Michele Haywood – **Appendix AB**
  
- \* **Institutional Status Committee**
  - Update of RFP for Attorney Services – Dr. Chad Bledsoe
  - Prospectus for Off Campus Sites – Information Only – Carol Holton
  
- \* **SGA Report – Stephen Gant, SGA President - Appendix AC**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix AD**
  - State Board of Community College Recognition – **Appendix AE**
  
- \* **Chairman’s Report - Claudia Bulthuis**
  - Calendar of Events – **Appendix AF**
  - Special Recognition
  
- \* **Adjourn - Action**

## Minutes

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

Wednesday, March 9, 2016

#### Call to Order

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

#### Present

Claudia Bulthuis  
Gelynda Capel  
Paula Covington  
Sharon Cupples  
Susan Eggleston  
Anna Hollers

#### Absent

Ronald Kincaid	Phil Absher
Gordon Knowles	
Andrew Marshall	
Sam Martin	
Johnny McKinnon	
Stephen Gant, SGA President	

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Wayne Coley, Gunsmithing Instructor; Roger Brown, Custodian/Maintenance Staff; Diana Sanchez, High School Liaison; Cyndi Caviness, Medical Assisting Program Head; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Wayne Coley, Roger Brown, Diana Sanchez and Cyndi Caviness.

#### Approval of the Agenda - Action

Mrs. Bulthuis noted that the agenda has been revised adding business of the Legislative/Public Relations Committee and the Institutional Status Committee to the Board agenda.

Mr. Knowles made a motion, seconded by Mrs. Hollers, to approve the Board of Trustee agenda for March 9, 2016. 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.

Mrs. Bulthuis noted that she has a conflict of interest in the update from the Building and Grounds Committee. She will excuse herself from the room and recuse herself from the vote.

### **Approval of February Board Meeting and Board Retreat Minutes – Appendix A**

Mr. Knowles made a motion, seconded by Mr. Martin, to approve the February Board and Committee and Board Retreat minutes. The motion carried.

### **Board Presentation –Medical Assisting, Cyndi Caviness**

The March Board presentation was given by Cyndi Caviness, Medical Assisting Program Head.

## **STANDING COMMITTEE REPORTS**

### **Budget and Finance Committee – Anna Hollers, Chairman**

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

- The committee reviewed the February Local, State, and Institutional Funds Financial Reports and Mrs. Hollers made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2016-2017 Local Budget Request and she made a motion to approve the local budget request. Coming from committee, this required no second. The motion carried.
- The committee received the February Foundation Fund Statements and Grants update as a matter of information.

### **Building and Grounds Committee – Sam Martin, Chairman**

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

- The committee reviewed the Facilities and Incident report.
- At this time Mrs. Bulthuis excused herself from the room. Mr. Martin reported that the committee received information regarding a potential building donation from the Blair Family, LLC. He made a motion to accept the property at 318 N. Main Street, Troy as a donation from the Blair Family, LLC conditional on approval of funding for ongoing maintenance from Montgomery County Commissioners as well as consultation with the Montgomery County Chamber of Commerce, Economic Development Corporation, and Tourism Development Association. Coming from committee, this required no second. Mrs. Hollers called for the motion. The motion carried.

### **Personnel Committee – Gelynda Capel, Chairman**

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

- Mrs. Capel introduced three new employees Diana Sanchez, High School Liaison; Wayne Coley, Gunsmithing Instructor; Roger Brown, Custodian/Maintenance.
- The committee received an out of state travel request from Dr. Bledsoe. She made a motion to approve the Out of State Travel Request for Dr. Bledsoe to attend the NRA Convention in Louisville, KY, May 19-22, 2016. Coming from committee, this required no second. The motion carried.
- The committee received a notice of termination of Bill Collins, Custodian/Maintenance Staff.
- The committee reviewed three policies for first reading, revised Board Policy 320.00 Professional Development, revised Board Policy 610.00 Admissions, and new Board Policy 677.00 Student Grievances and Appeals.

### **Curriculum/Student Services Committee – Ron Kincaid, Chairman**

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

- The committee heard a report from Dr. Bledsoe regarding Instruction.
- The committee heard a report from Mrs. Smith regarding Student Services.
- The committee heard a report from Mr. Thill regarding Continuing Education.

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

The Legislative/Public Relations Committee did not meet this afternoon (see attached minutes- Attachment E) and Mrs. Bulthuis conducted the following business on behalf of the committee:

- Mrs. Haywood gave an update on Public Relations/Marketing.
- The committee received a legislative update from Dr. Bledsoe regarding the 2016 Connect NC Bond and the 2016-2017 Budget Priorities Update.

### **Institutional Status Committee – Johnny McKinnon, Chairman**

The Institutional Status Committee did not meet earlier this afternoon (see attached minutes- Attachment F) and Mrs. Bulthuis conducted the following business on behalf of the committee:

- Dr. Bledsoe presented Appendix Y, a letter from the North Carolina State Approving Agency Veterans Education regarding the approval of the college catalog.
- Dr. Bledsoe presented Appendix Z, a letter from the Commission on Dental Accreditation, noting that the Dental Assisting program has received its reaccreditation.

### **SGA Report – Stephen Gant, SGA President – Appendix AA**

The Student Government Association report is attached as Appendix AA.

### **President's Report – Dr. Chad Bledsoe – Appendix AB**

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

- The Education Taskforce met to discuss the educational needs in the county.
- He has had several meetings with Montgomery County Schools regarding potential programming.
- Lynn Epps has been hired as the Director of Resource Development.
- State Board of Community Colleges will be holding their Board meeting on March 17 and 18.
- Friday, March 11 there will be a signing of articulation agreements between Montgomery Community College and Gardner Webb University at 9:30 a.m. in the Boardroom.
- He has talked with the Chamber of Commerce regarding the college hosting Leadership Montgomery in the future.

**Chairman's Report – Claudia Bulthuis, Chairman – Appendix AC**

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

- The State Board of Community Colleges will be on campus March 17 and 18.
- Ethics Training will be March 23
- Statements of Economic Interest are due April 15.
- Graduation will be May 11, 2016.

Mrs. Bulthuis recognized Gay Roatch, as this is her last Board meeting.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Hollers, to adjourn the meeting at 7:57 p.m. The motion carried.

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Claudia Bulthuis, Chairman

**Attachment A****Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 5:30 p.m. in the College Boardroom.

**Present**

Anna Hollers, Chairman  
Gordon Knowles, Vice Chairman  
Claudia Bulthuis  
Susan Eggleston

**Absent****Others Present**

Gelynda Capel  
Paula Covington  
Sharon Cupples(via telephone)  
Sam Martin  
Ron Kincaid  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, Assistant to the President.

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

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

**Approval of the February Committee Minutes – Appendix B – Action**

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the February Committee minutes. The motion carried.

**February Local, State, and Institutional Funds Financial Report – Appendix C – Action**

Mrs. McBride reported the following:

- As of February 29, 2016, County fund expenditures were \$453,085, 62% of the total budget.
- There were \$117,439 available for Capital Expenditures as of February 29, 2016. This includes the new portion of the property tax allocation the college is receiving as a result of the five cent increase.
- As of February 29, 2016, State fund expenditures were \$4,459,329, 60% of the total budget.
- As of February 29, 2016, the balance in Institutional Funds was \$610,481. Negative balances are due to timing,
- As of February 29, 2016, the balance in the STIF account was \$186,117.

On a motion by Mrs. Eggleston, seconded by Mr. Knowles, the February Local, State and Institutional Funds Financial Reports were approved. The motion carried.

### **2016-2017 Local Budget Request – Appendix D – Action**

Mrs. McBride presented the 2016-2017 Local Budget Request. She noted that following the Board Retreat, an additional \$23,000 was included in Capital Outlay to cover the remaining funds not received through the projected property tax revenue. Without considering the Capital Outlay, we are requesting a 2.6% increase over this year's budget.

The local budget request will be presented to the County Commissioners at the retreat later in the month.

Mr. Knowles made a motion, seconded by Mrs. Eggleston to approve the 2016-2017 Local Budget Request. The motion carried.

### **February Foundation Fund Statements – Appendix E**

Ms. Roatch presented Appendix E, the February Foundation Fund Statements.

The employee annual fund drive is at 69% participation.

The Earle A. Connelly Invitational Golf Tournament will be April 15 at Denson's Creek.

### **Grants Update – Appendix F**

Ms. Roatch presented Appendix F, a grants update. She reported that the college approached Canon Foundation to change the focus of the grant to fund a SimMan for \$127,000. This would fund the SimMan and the movable walls to hold the SimMan.

The College received notice that Golden Leaf has extended the project for one year. This was in response to the letter from the Montgomery County Manager.

There was \$26,000 remaining in the grant award from Duke Energy. A change order has been submitted to use these funds for an industrial grade 3-D printer. Mr. Thill commented on how functional this new technology can be to local business and industry.

In light of Ms. Roatch's upcoming retirement, Mrs. Hollers thanked her for all of her hard work assisting the Budget and Finance Committee.

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



**Attachment B****Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 5:40 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
 Claudia Bulthuis, Vice Chairman  
 Sharon Cupples(via telephone)  
 Anna Hollers  
 Ron Kincaid  
 Gordon Knowles

**Absent****Others Present**

Gelynda Capel  
 Paula Covington  
 Susan Eggleston  
 Johnny McKinnon  
 Stephen Gant,  
 SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, Assistant to the President.

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

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

**Approval of February Committee Minutes – Appendix G – Action**

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the minutes from the February committee meeting. The motion carried.

Mrs. Bulthuis noted that she has a conflict of interest on an agenda item for the Building and Grounds Committee, she will excuse herself from the room and recuse herself from the vote.

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report.

Mrs. McBride reported that Marcus Ervin, Maintenance Supervisor attended a safety seminar at the NC Zoo. He was able to make good contacts and receive very helpful training.

Mrs. McBride reported that the Montgomery County Master Gardener program is interested in using the college as a landscaping project for the summer.

The security threat assessment and overview of the College's current Emergency Action Plan will be performed over the next few months by Office Randy Knight.

**Incident Report – Appendix I**

Mrs. McBride presented Appendix I, the incident report.

**Potential Building Donation – Appendix J – Action**

Mrs. Bulthuis excused herself from the room due to the conflict of interest in this agenda item.

Dr. Bledsoe presented Appendix J, a floor plan of the proposed building in Troy, being offered by the Blair Family, LLC. There is a stipulation of the gift that the college use the building for programming for at least four years, after which, the college can sell, lease or continue using the building.

Dr. Bledsoe presented a cost analysis of upgrading and maintaining the building.

**Potential Programming – Appendix K**

Dr. Bledsoe presented Appendix K, proposed programming for the building in Troy. The proposed use of the building would be a Workforce Solutions Center. The building would encompass the Small Business Center and training related to the center, the Chamber, Economic Development Corporation, Tourism Development Association, and the NC Works Center. All of these services would benefit from being downtown, central to other resources.

Dr. Bledsoe discussed the pros and cons to the off-site facility.

The next steps include contacting the Chamber of Commerce to see if they would be interested in partnering in the location and contacting the county to see if they are willing to provide funding to maintain this building.

Initial estimates include \$50,000 to get the building up to usable standards and \$30,000 annually to maintain the building. All of this funding would be funded through local dollars.

The Board discussed the security issues of the building.

Mrs. Eggleston noted that she felt that people would be less intimidated walking into this facility rather than the college.

Mr. Knowles made a motion, seconded by Mr. Kincaid, to continue pursuing the building and meeting with the County and the Chamber of Commerce and proceed with accepting the gift if it is a viable option. The motion carried.

Dr. Bledsoe thanked the committee for their consideration of this matter.

Mr. Martin thanked all involved in this process.

Mrs. Bulthuis returned to the room.

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

**Attachment C****Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 6:00 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Sharon Cupples, Vice Chairman (via telephone)  
Claudia Bulhuis  
Paula Covington  
Anna Hollers

**Absent**

Phil Absher

**Others Present**

Susan Eggleston  
Ron Kincaid  
Gordon Knowles  
Andrea Marshall  
Sam Martin  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, 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, except Phil Absher.

**Approval of February Committee Minutes – Appendix L – Action**

Mrs. Hollers made a motion, seconded by Mrs. Bulhuis, to approve the minutes from the February committee meeting. The motion carried.

**Introduction of New Employees at Board Meeting**

**Diana Sanchez, High School Liaison – Appendix L-1**

**Roger Brown, Custodian/Maintenance Staff – Appendix L-2**

**Wayne Coley, Gunsmithing Instructor – Appendix L-3**

Mrs. Capel reported that there will be three new employees introduced at the Board meeting.

Dr. Bledsoe reported on the recent change of hiring authority being delegated to the President, and he reviewed the new process being used on campus.

**Notice of Termination – Custodian/Maintenance Staff – Appendix M**

Mrs. Capel presented Appendix M, the notice of termination of Bill Collins, Custodian/Maintenance Staff.

**Out of State Request – Dr. Chad Bledsoe to attend the NRA Convention, Louisville, KY – May 19-22, 2016 - Action**

Mrs. Hollers made a motion, seconded by Mrs. Covington, to approve the Out of State Travel Request for Dr. Bledsoe to attend the NRA Convention in Louisville, KY from May 19-22, 2016. The motion carried.

**Revised Board Policy 320.00 Professional Development – First Reading – Appendix N**

Dr. Bledsoe presented, Appendix N, revisions to Board Policy 320.00 Professional Development. The recommended revisions will give a more flexibility for employees.

The committee recommended changing the wording in the procedure from expected to required.

**Revised Board Policy 610.00 Admissions – First Reading – Appendix O**

Dr. Bledsoe presented, Appendix O, revisions to Board Policy 610.00 Admissions. The revisions to this policy are in compliance with the recent amendments to the State Board Code, to require community colleges with programs requiring possession of a firearm to ensure that individuals enrolling in those programs have the legal authority to possess a firearm.

**New Board Policy 677.00 Student Grievances and Appeals - First Reading – Appendix P**

Dr. Bledsoe presented Appendix P, new Board Policy 677.00 Student Grievances and Appeals. This policy follows State Board Code which states that there must be a grievance policy if a student were denied admission to the college.

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

**Attachment D****Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 5:50 p.m. in the College Boardroom.

**Present**

Ron Kincaid, Chairman  
Sam Martin, Vice Chairman  
Claudia Bulthuis  
Sharon Cupples (via telephone)  
Andrea Marshall

**Absent**

Phil Absher

**Others Present**

Gelynda Capel  
Paula Covington  
Susan Eggleston  
Anna Hollers  
Gordon Knowles  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Kincaid and all committee members were present, except Phil Absher.

**Approval of February Committee Minutes – Appendix Q – Action**

Mr. Martin made a motion, seconded by Mrs. Marshall, to approve the January Committee minutes. The motion carried.

**Update from Instruction – Dr. Chad Bledsoe – Appendix R**

Dr. Bledsoe gave an update on instructional activities as presented in Appendix R.

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

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

**Update from Dean of Continuing Education – Appendix T**

Mr. Thill gave an update on continuing education activities as presented in Appendix T.

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

**Attachment E**

**Legislative/Public Relations Committee  
Minutes**

Due to the time, Mrs. Bulthuis asked that the business of the Legislative/Public Relations Committee be held during the Board meeting.

**Attachment F**

**Institutional Status Committee  
Minutes**

Due to the time, Mrs. Bulthuis asked that the business of the Institutional Status Committee be held during the Board meeting.



## Minutes

### The Called Meeting of the Board of Trustees Montgomery Community College

Wednesday, March 23, 2016

#### Call to Order

The called meeting of the Board of Trustees of Montgomery Community College was called to order at 5:30 p.m. by Claudia Bulthuis, Chairman, with the following members present:

#### Present

Phil Absher(via telephone)  
Claudia Bulthuis  
Gelynda Capel  
Sharon Cupples

Ronald Kincaid  
Gordon Knowles  
Sam Martin  
Andrea Marshall

#### Absent

Paula Covington  
Susan Eggleston  
Anna Hollers  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Chappell Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance.

#### Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Hollers, to approve the Board of Trustee agenda for March 23, 2016 called 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.

Mrs. Bulthuis reported that she has a conflict of interest with the Building Donation. She noted that she will excuse herself from the room and recuse herself from the vote.

## **STANDING COMMITTEE REPORT**

### **Building and Grounds Committee – Sam Martin, Chairman**

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

- The committee took a tour of campus to discuss the needs of the College.
- The committee heard a report from Dr. Bledsoe from his presentation to the County Commissioners regarding the local budget and the building donation.
- The committee discussed the NC Connect Bond and he made a motion authorizing the college administration to develop a list of priorities for the NC Connect Bond Funds and to present this list at the April Board meeting. Coming from committee, this required no second. The motion carried.

### **Central High School Discussion – Appendix A – Action**

Mrs. Bulthuis reported that there was discussion at the County Commissioners Board Retreat regarding the idea of a central high school.

Mrs. Bulthuis presented Appendix A, the draft of a letter from the Montgomery Community College Board of Trustees to the Board of County Commissioners and the Board of Education, stating the support of the central high school.

Mrs. Bulthuis noted that the letter is supporting the decision of the Montgomery County School Board regarding a central high school.

Following discussion and revisions to the letter, Mr. Knowles made a motion, seconded by Mr. Martin, to approve the letter of support of the central high school. The motion carried, with Mr. Kincaid opposed.

There being no further business, Mr. Knowles made a motion, seconded by Mr. Martin, to adjourn the meeting at 6:05 p.m. The motion carried.

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Claudia Bulthuis, Chairman

## **Building & Grounds Committee Minutes**

A called meeting of the Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 23, 2016 at 4:30 p.m. in the College Boardroom.

### **Present**

Sam Martin, Chairman  
Claudia Bulthuis, Vice Chairman  
Sharon Cupples  
Ron Kincaid  
Gordon Knowles

### **Absent**

Anna Hollers

### **Others Present**

Gelynda Capel  
Andrea Marshall  
Phil Absher(Via Telephone)

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; Chappel Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

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

### **Campus Tour**

Dr. Bledsoe took those in attendance on a tour of campus to show the facility needs and areas where renovations need to be made.

### **Report on Presentation to County Commissioners**

#### **Capital Projects**

#### **Building Donation – Conditions of Acceptance**

Dr. Bledsoe gave a report on the presentation that was given to the County Commissioners at their retreat on March 22, 2016. The presentation included the local budget request and the capital needs request. He noted that the funding needed for the new building was rolled into the budget request, so the commissioners would know what funding would be needed.

He noted that the bond funds would not be available until the summer or later.

Mrs. Bulthuis excused herself from the room due to a conflict of interest regarding the building donation.

Mr. Martin reported that the County Commissioners were presented with the donation of a building, conditional to working out the agreements with county services.

Dr. Bledsoe reported that the County Commissioners asked several questions regarding the building. There was no answer given by the County Commissioners if they are willing accept this additional cost to capital needs of the college.

The College may not know until the end of June if the County is willing to accept this additional expenditure of a new building.

Mr. Knowles noted that it was the impression of the Board that the College would move forward with the acceptance of the building donation, pending the County Commissioners approval of accepting the additional expense.

Dr. Bledsoe will continue to contact the entities involved in the proposed building donation and continue discussion with the county regarding the funding.

Mr. Martin reported that there may be some changes with the NC Works Center.

Dr. Bledsoe explained that the funds needed to renovate and maintain the donated building would come from county funds, without approval from the County Commissioners the College would not be able to absorb these costs in the current budget.

The Blair Family, LLC would like to have a decision made by the end of April. Upon questioning, Mrs. Bulthuis will ask if the members of the LLC would be willing to extend this time frame to the end of June.

The Connect NC Bond can be used for renovation to existing facilities and new construction, there is a required match for new construction.

### **NC Connect Bond** **Prioritizing Projects – Action**

Dr. Bledsoe reported that it is now the responsibility of the Board and Administration to find a way to use the bond funds to best meet the needs of the College.

Mr. Knowles asked if these funds can be used for security upgrades on campus. Dr. Bledsoe noted that these funds can be used for security upgrades and he noted that we will be pursuing a grant for these needs.

Mr. Martin noted that the priorities should be set by the College administration.

Mr. Kincaid made a motion, seconded by Mr. Knowles, to request the College administration to develop a list of priorities to use for the Connect NC Bond funds and to present these priorities at the April Board meeting. The motion carried.

There has been no deadline set as to when the funds must be spent.

There being no further business, the meeting adjourned at 5:25 p.m.

**Budget & Finance Committee**  
**Wednesday, April 13, 2016**  
**5:30 p.m.**

**Committee Members**

**Anna Hollers, Chairman**  
**Gordon Knowles, Vice Chairman**  
**Claudia Bulthuis**  
**Susan Eggleston**  
**Ron Kincaid**

**Agenda Items**

- ❖ **Call to Order - Anna Hollers, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix B – Action**
- ❖ **March Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **March Foundation Fund Statements – Appendix D**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment A****Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 5:30 p.m. in the College Boardroom.

**Present**

Anna Hollers, Chairman  
Gordon Knowles, Vice Chairman  
Claudia Bulthuis  
Susan Eggleston

**Absent****Others Present**

Gelynda Capel  
Paula Covington  
Sharon Cupples(via telephone)  
Sam Martin  
Ron Kincaid  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, Assistant to the President.

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

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

**Approval of the February Committee Minutes – Appendix B – Action**

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the February Committee minutes. The motion carried.

**February Local, State, and Institutional Funds Financial Report – Appendix C – Action**

Mrs. McBride reported the following:

- As of February 29, 2016, County fund expenditures were \$453,085, 62% of the total budget.
- There were \$117,439 available for Capital Expenditures as of February 29, 2016. This includes the new portion of the property tax allocation the college is receiving as a result of the five cent increase.
- As of February 29, 2016, State fund expenditures were \$4,459,329, 60% of the total budget.
- As of February 29, 2016, the balance in Institutional Funds was \$610,481. Negative balances are due to timing,
- As of February 29, 2016, the balance in the STIF account was \$186,117.

On a motion by Mrs. Eggleston, seconded by Mr. Knowles, the February Local, State and Institutional Funds Financial Reports were approved. The motion carried.

### **2016-2017 Local Budget Request – Appendix D – Action**

Mrs. McBride presented the 2016-2017 Local Budget Request. She noted that following the Board Retreat, an additional \$23,000 was included in Capital Outlay to cover the remaining funds not received through the projected property tax revenue. Without considering the Capital Outlay, we are requesting a 2.6% increase over this year's budget.

The local budget request will be presented to the County Commissioners at the retreat later in the month.

Mr. Knowles made a motion, seconded by Mrs. Eggleston to approve the 2016-2017 Local Budget Request. The motion carried.

### **February Foundation Fund Statements – Appendix E**

Ms. Roatch presented Appendix E, the February Foundation Fund Statements.

The employee annual fund drive is at 69% participation.

The Earle A. Connelly Invitational Golf Tournament will be April 15 at Denson's Creek.

### **Grants Update – Appendix F**

Ms. Roatch presented Appendix F, a grants update. She reported that the college approached Canon Foundation to change the focus of the grant to fund a SimMan for \$127,000. This would fund the SimMan and the movable walls to hold the SimMan.

The College received notice that Golden Leaf has extended the project for one year. This was in response to the letter from the Montgomery County Manager.

There was \$26,000 remaining in the grant award from Duke Energy. A change order has been submitted to use these funds for an industrial grade 3-D printer. Mr. Thill commented on how functional this new technology can be to local business and industry.

In light of Ms. Roatch's upcoming retirement, Mrs. Hollers thanked her for all of her hard work assisting the Budget and Finance Committee.

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

**Montgomery Community College  
County Funds - Board Report for March 2016**

<b>County Funds - MARCH 2016</b>		<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
511101	Car Allowance	6,000	500	4,500	1,500	75%
514000	FT Svc/Maint/Skilled Craft	155,724	12,578	117,990	37,734	76%
514050	Supvr Svc/Maint/Skilled Craft	78,537	6,420	59,280	19,257	75%
518100	Social Security	18,029	1,451	13,679	4,350	76%
518200	Retirement	35,363	2,910	26,633	8,730	75%
518300	Medical Insurance	40,295	2,711	29,839	10,456	74%
518700	Longevity Payments	3,019	-	2,535	484	84%
519090	Waste Removal/Recycling	13,000	1,031	12,213	787	94%
519120	Lawns and Grounds Service	2,000	300	1,500	500	75%
519110	Pest Control Svcs Agreement	850	-	250	600	29%
521000	Custodial Supplies	13,300	1,506	10,472	2,828	79%
522000	Maintenance Supplies	16,000	2,955	12,570	3,430	79%
524000	Repair Supplies	10,000	460	5,904	4,096	59%
525000	Gas/Travel/Reimbursement	1,000	(11)	948	52	95%
531140	In-State Lodging	130	-	-	130	0%
531210	Out-of-State Ground Transportation	380	-	380	0	100%
531240	Out-of-State Lodging	111	-	111	0	100%
531250	Out-of-State Meals	64	-	64	(0)	101%
531500	Registration Fees	500	55	237	263	47%
532200	Telephone	17,300	1,216	15,145	2,155	88%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	50,000	-	13,925	36,075	28%
533200	Water	11,086	1,257	7,887	3,199	71%
533300	Electricity	185,000	14,059	147,987	37,013	80%
533400	Garbage/Sewage Disposal	5,000	618	4,078	922	82%
535100	Equipment Repair	3,000	-	1,378	1,622	46%
535200	Repairs to Facilities	19,211	3,842	8,908	10,303	46%
535201	Repairs to Grounds-Supplies	2,000	173	413	1,587	21%
535400	Service Contracts	11,438	341	6,937	4,501	61%
539200	PR-President's Office	500	300	464	36	93%
539500	Other Current Expense	2,367	-	710	1,657	30%
543000	Lease/Rental Other Equipment	666	70	455	211	68%
545000	Property Insurance	13,900	-	-	13,900	0%
545100	Motor Vehicle Insurance	2,300	-	(25)	2,325	-1%
545200	Liability Insurance	3,000	-	(44)	3,044	-1%
545201	Workers Comp	11,000	-	(981)	11,981	-9%
545301	Life Insurance	1,820	163	1,259	561	69%
546100	Membership & Dues	1,800	-	-	1,800	0%
<b>Total Current Expense</b>		<b>736,080</b>	<b>54,905</b>	<b>507,989</b>	<b>228,091</b>	<b>69%</b>



**Montgomery Community College  
County Funds - Board Report for March 2016**

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

Life-to-date Revenues as of State's January 2016 Report	\$	<b>270,670</b>
Add: 2016 Property Tax Allocation from County Report		<b>51,837</b>
<b>Total Revenue</b>		<b>322,507</b>
Less: 2012-13 Projects		(11,537)
Less: 2013-14 Projects		(53,882)
Less: 2015-16 Projects		
Multi-purpose Room Project		(301,942)
Roof Repairs (Bldg 100 & 200)		(1,500)
Building 500 Polished Concrete Floor		(4,163)
Cooling Tower Cleaner		(4,810)
Sub-total Life-to-date Revenues less Submitted Projects		(55,327)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)		75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)		100,000
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 3-31-16</b>	<b>\$</b>	<b>119,673</b>

**Montgomery Community College  
State Funds - Board Report for March 2016**

<b>State Funds - MARCH 2016</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Spend This Year</b>
511100 President	136,961	11,351	102,908	34,053	75%
511200 FT Senior Administrator	210,171	11,836	162,942	47,229	78%
511300 FT Professional Staff	965,527	73,449	714,967	250,560	74%
511310 PT Professional Staff	120,462	11,585	53,162	67,300	44%
512000 FT Support	93,882	7,636	70,974	22,908	76%
512010 PT Support	15,400	1,204	9,012	6,388	59%
512040 30 Hour Support	27,203	2,220	20,543	6,661	76%
513000 FT Faculty	1,822,614	155,375	1,370,398	452,216	75%
513010 PT Faculty	812,080	71,630	574,553	237,527	71%
513030 PT Teaching Assistant	1,500	300	1,215	285	81%
513040 30 Hour Faculty	107,618	7,296	84,130	23,488	78%
515000 FT Technical/Paraprofessional	340,397	25,433	255,273	85,124	75%
515010 PT Technical/Paraprofessional	76,947	9,215	49,985	26,962	65%
516020 Student Salaries - Inst	2,650	280	1,160	1,490	44%
518100 Social Security	363,131	28,179	254,220	108,911	70%
518200 Retirement	572,275	46,337	431,242	141,033	75%
518300 Medical Insurance	424,590	33,061	307,482	117,108	72%
518500 Unemployment Compensation	11,180	-	11,180	(0)	100%
518700 Longevity Payments	53,310	-	46,791	6,519	88%
519000 Legal Services	158	-	158	1	100%
519010 Financial/Audit Service	4,082	-	4,082	-	100%
519040 Administrative Services	25,991	-	4,814	21,177	19%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	58,914	6,490	34,693	24,222	59%
519700 Personal Service - 3rd Party	4,735	-	2,700	2,035	57%
523XXX Copies & Instructional Supplies	214,437	46,172	120,703	93,734	56%
527000 Other Supplies	83,901	11,852	54,905	28,996	65%
527005 Tires & Oil Changes	1,905	-	-	1,905	0%
531110 In-State Ground Transportation	15,621	1,351	9,273	6,348	59%
531130 In-State Other Transportation	200	-	-	200	0%
531140 In-State Lodging	13,829	237	6,487	7,342	47%
531150 In-State Meals	3,944	662	1,629	2,315	41%
531210 Out-of-State Ground Transportation	2,204	-	1,298	906	59%
531220 Out-of-State Air Transportation	4,160	-	3,623	537	87%
531240 Out-of-State Lodging	7,050	873	6,158	892	87%
531250 Out-of-State Meals	2,387	-	1,986	401	83%
531410 Board/Non-emp Transportation	3,168	-	1,949	1,219	62%
531500 Registration Fees	18,983	1,805	11,388	7,595	60%
532100 Postage	13,500	485	5,928	7,572	44%
532700 Software Subscriptions	2,463	743	743	1,720	30%
535100 Equipment Repair	34,994	12,369	30,906	4,088	88%
535400 Service Contracts	1,332	215	(338)	1,670	-25%
535430 Maint Agreement-Equipment	7,075	-	3,738	3,337	53%
535450 Maint Agreement-NonWAN - Curr	34,081	13	27,643	6,438	81%
535470 Maint Agreement-NonWAN - ConEd	1,209	-	(553)	1,762	-46%
535494 Maint. Agree.-Server Sf	8,000	1,000	1,000	7,000	13%

**Montgomery Community College  
State Funds - Board Report for March 2016**

<b>State Funds - MARCH 2016</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
535495 Maint. Agree.-Server	1,000	-	-	1,000	0%
537000 Advertising	80,792	3,672	36,257	44,535	45%
537100 Advertise Vacant Positions	17,000	1,380	10,062	6,938	59%
539400 Magazine/Newspaper Subscriptions	3,591	-	3,465	126	96%
539500 Other Current Expense	1,108	-	60	1,048	5%
539520 Electronic Processing	6,100	-	-	6,100	0%
539700 Childcare - 530 Purpose	22,698	2,644	12,187	10,511	54%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	100,726	3,507	61,222	39,504	61%
544020 Laptop Application Software	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,375	-	912	1,463	38%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	16,251	70	4,187	12,064	26%
546200 Accreditation Expense	2,920	1,720	2,920	-	100%
548000 NEIT	203	-	-	203	0%
555100 Minor Equip Low Risk <\$5K	44,067	13,533	17,043	27,024	39%
555200 Minor Equip High Risk <\$5K	12,937	1,418	2,172	10,765	17%
<b>Total Current Expense</b>	<b>7,047,684</b>	<b>608,596</b>	<b>5,007,537</b>	<b>2,040,147</b>	<b>71%</b>
551000 Office Equipment	42,407	-	-	42,407	0%
552072 Server	22,534	-	-	22,534	0%
553000 Educational Equipment	235,001	64,650	101,561	133,440	43%
555100 Minor Equipment Low Risk	17,394	-	15,328	2,066	88%
555200 Minor Equipment High Risk	10,410	4,992	9,998	412	96%
556100 Books	25,000	3,766	6,909	18,091	28%
<b>Total Capital Expense</b>	<b>352,746</b>	<b>73,407</b>	<b>133,795</b>	<b>218,951</b>	<b>38%</b>
<b>Total Expenses</b>	<b>7,400,430</b>	<b>682,003</b>	<b>5,141,332</b>	<b>2,259,098</b>	<b>69%</b>

**Montgomery Community College  
Institutional Funds - Board Report for March 2016**

Institutional Funds - MARCH 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121 Pell Overpayments	-	-	-	-	236
01-128 Veterans Reporting Fee	432	-	432	-	501
01-132 Overhead Receipts 75%	1,359	349	2,413	1,826	21,125
01-133 Current General & Misc	-	66	50	615	2,047
01-134 Admin Support	620	620	9,210	9,210	-
01-135 Overhead Receipts 25%	453	-	802	-	6,405
01-142 Textbook Rental - CCP	-	-	14,875	11,648	4,408
01-222 Forestry Program	-	5,100	6	5,400	18,775
01-291 Specific Fees: Medical Asst.	23	-	359	-	2,395
01-291 Specific Fees: Electronics	-	-	525	-	1,550
01-291 Specific Fees: Gunsmithing	161	-	5,264	-	39,324
01-291 Specific Fees: Pottery	1,108	544	6,211	3,940	42,950
01-291 Specific Fees: Taxidermy	31	-	731	-	14,393
01-291 Specific Fees - LP	50	-	2,778	-	6,543
01-291 Specific Fees: Dental	9	-	2,422	1,569	3,493
01-291 Specific Fees: NET/TEAS	-	118	5,376	5,798	3,460
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	15	-	532
01-315 Self Supporting	997	1,460	36,476	19,243	42,871
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	320	-	710	812	1,378
01-363 Small Business Center	-	-	789	530	8,727
01-391 Specific Fees: Occ. Ext	340	-	9,975	4,294	23,125
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	529	1,126	5,562	11,064	18,786
01-715 Vending	460	460	9,332	9,332	-
02-131 College Work Study	2,952	2,952	14,123	14,123	-
02-228 Self Supp. Curriculum	51	27	4,014	11,650	28,187
02-229 Distance Learning	7	-	52	-	-
02-292 Tech Fee-Curr	901	382	16,976	7,324	95,739
02-383 Fire Training Center Grant	4,476	3,165	26,184	26,969	6,097
02-392 Tech Fee: Con Ed	-	-	235	-	1,953
02-429 Vo-Ed PT Curriculum Support	754	754	6,980	6,980	-
02-511 Voc-Ed Counseling	1,185	1,185	10,844	10,844	-
02-823 FSEOG	-	(165)	17,051	16,886	165
<b>1</b> 02-824 Pell Grant	-	8,747	1,008,675	1,015,257	(7,933)
<b>2</b> 02-831 Education Lottery Scholarships	550	-	26,875	27,250	(375)
02-833 Golden LEAF	6,034	-	12,068	5,250	6,818
<b>3</b> 02-835 NC Community College Grant	(200)	(300)	41,402	41,764	(422)
02-836 High Demand/Low Enrollment	-	-	2,053	2,053	-
02-837 MCC Foundation Scholarships	40,652	(28)	123,730	123,702	108
02-838 Wells Fargo Scholarships	-	-	250	250	-
02-839 Less Than Half-time	-	-	510	510	-
02-841 MCC Club Scholarships	-	-	1,000	1,000	-
02-842 SGA President Scholarships	-	-	1,500	1,500	-
02-845 SECU Scholarships	-	-	7,500	7,500	-
05-227 Daycare Center	-	-	-	-	118

**Montgomery Community College  
Institutional Funds - Board Report for March 2016**

Institutional Funds - MARCH 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-715 Vending	869	731	5,754	16,716	12,728
05-716 Bookstore Vending	14,163	859	23,351	7,245	63,329
05-720 Bookstore	41	-	303	-	-
05-721 General Store	977	1,129	24,227	25,968	4,840
05-730 Campus Food Service	-	-	1,680	1,680	-
05-740 Parking Fee	187	-	3,901	-	28,583
05-770 Student Government Association	909	453	26,697	8,400	28,636
05-771 Graduation Fund	1,787	1,225	3,644	1,225	6,205
05-774 Student Ambassador	116	800	3,011	966	26,078
07-942 Duke Energy Grant	-	-	-	223,515	26,485
09-772 Club Accounts	-	-	-	-	68,443
4 09-773 Bookstore Agency Fund	-	-	-	-	(8,715)
5 09-775 Funds Held for Others	-	-	-	-	(748)
09-776 Restricted Scholarships Held	-	-	-	-	1,000
<b>Total Institutional Funds: First Bank</b>	<b>83,303</b>	<b>31,760</b>	<b>1,528,901</b>	<b>1,691,806</b>	<b>655,844</b>

**STIF Account as of 03/31/16**

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	29	216	41,932	42,148
02-229 Distance Learning	7	52	10,137	10,189
02-292 Technology Fees	51	383	74,451	74,834
05-720 Bookstore	41	303	58,771	59,074
<b>Total Institutional Funds: State Treasury</b>	<b>128</b>	<b>954</b>	<b>185,291</b>	<b>186,245</b>

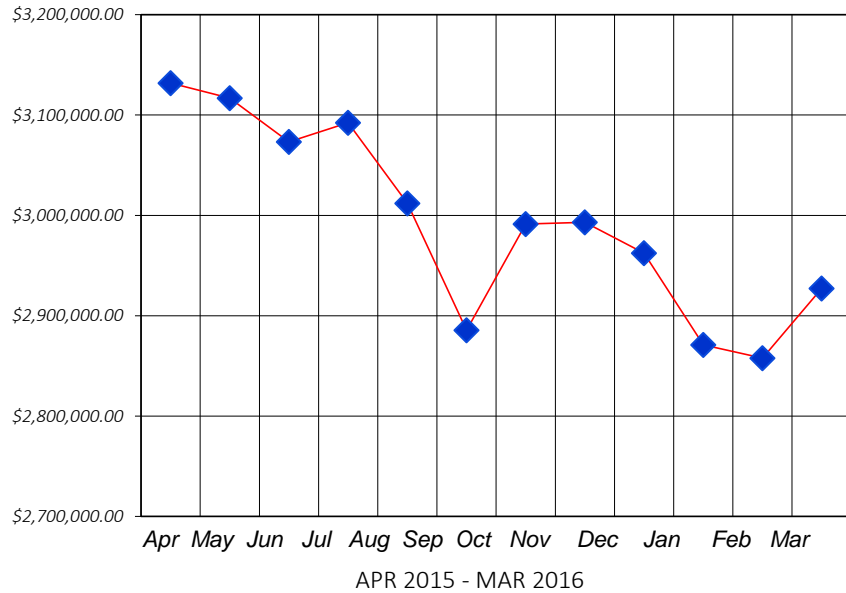
**NOTES:**

- 1 Due from Department of Education (PELL)
- 2 Due from College Foundation (ELS)
- 3 Due from College Foundation (NCCCG)
- 4 Financial Aid Charges for Books
- 5 Ameriflex Charges for Employees

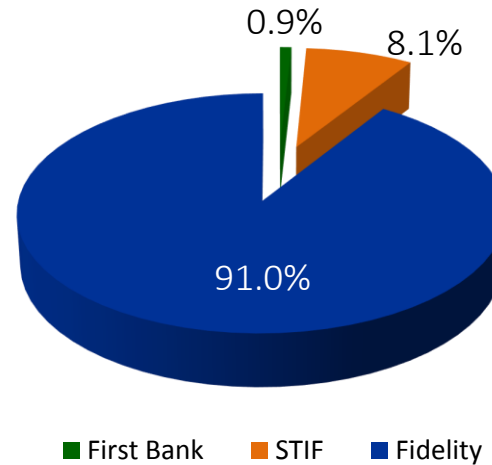
## Montgomery Community College Foundation Funds Statement FY 2015-2016

	Fiscal Year To Date 7/1/2015 thru 3/31/2016				Month of March 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	\$2,795,059.90	\$258,516.27	\$19,649.32	\$3,073,225.49	\$2,600,263.15	\$232,707.63	\$24,776.15	\$2,857,746.93
<b>Receipts</b>								
Interest/Gains	\$54,155.34	\$1,224.33	\$4.09	\$55,383.76	\$2,910.48	\$156.19	\$0.37	\$3,067.04
Deposits	\$62,223.36	\$35,201.86	\$133,635.08	\$231,060.30	\$7,500.00	\$5,372.00	\$16,042.76	\$28,914.76
<b>Total Receipts</b>	\$116,378.70	\$36,426.19	\$133,639.17	\$286,444.06	\$10,410.48	\$5,528.19	\$16,043.13	\$31,981.80
<b>Disbursements</b>								
Withdrawals/Fees	\$103,360.70	\$67,913.99	\$132,442.78	\$303,717.47	\$38,392.32	\$11,207.35	\$19,973.57	\$69,573.24
<b>Total Disbursements</b>	\$103,360.70	\$67,913.99	\$132,442.78	\$303,717.47	\$38,392.32	\$11,207.35	\$19,973.57	\$69,573.24
<b>Market Value Net Change</b>	(\$128,792.49)	\$0.00	\$0.00	(\$128,792.49)	\$107,004.10	\$0.00	\$0.00	\$107,004.10
<b>Ending Value</b>	\$2,679,285.41	\$227,028.47	\$20,845.71	\$2,927,159.59	\$2,679,285.41	\$227,028.47	\$20,845.71	\$2,927,159.59
<b>Net Change</b>	(\$115,774.49)	(\$31,487.80)	\$1,196.39	(\$146,065.90)	\$79,022.26	(\$5,679.16)	(\$3,930.44)	\$69,412.66

### Foundation Funds Value



### Foundation Funds Distribution



**Building & Grounds Committee**  
**Wednesday, April 13, 2016**  
**5:45 p.m.**

**Committee Members**

**Sam Martin, Chairman**  
**Claudia Bulthuis, Vice Chairman**  
**Sharon Cupples**  
**Anna Hollers**  
**Ron Kincaid**  
**Gordon Knowles**

**Agenda Items:**

- ❖ **Call to Order - Sam Martin, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix E – Action**
- ❖ **Facilities Report - Appendix F**
- ❖ **Incident Report – Appendix G**
- ❖ **Hosting GPS Station – Appendix H – Action**
- ❖ **Proposed Bond Priorities – Appendix I – Action**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment B****Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 5:40 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
 Claudia Bulthuis, Vice Chairman  
 Sharon Cupples(via telephone)  
 Anna Hollers  
 Ron Kincaid  
 Gordon Knowles

**Absent****Others Present**

Gelynda Capel  
 Paula Covington  
 Susan Eggleston  
 Johnny McKinnon  
 Stephen Gant,  
 SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, Assistant to the President.

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

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

**Approval of February Committee Minutes – Appendix G – Action**

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the minutes from the February committee meeting. The motion carried.

Mrs. Bulthuis noted that she has a conflict of interest on an agenda item for the Building and Grounds Committee, she will excuse herself from the room and recuse herself from the vote.

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report.

Mrs. McBride reported that Marcus Ervin, Maintenance Supervisor attended a safety seminar at the NC Zoo. He was able to make good contacts and receive very helpful training.

Mrs. McBride reported that the Montgomery County Master Gardener program is interested in using the college as a landscaping project for the summer.

The security threat assessment and overview of the College's current Emergency Action Plan will be performed over the next few months by Office Randy Knight.

**Incident Report – Appendix I**



Mrs. McBride presented Appendix I, the incident report.

### **Potential Building Donation – Appendix J – Action**

Mrs. Bulthuis excused herself from the room due to the conflict of interest in this agenda item.

Dr. Bledsoe presented Appendix J, a floor plan of the proposed building in Troy, being offered by the Blair Family, LLC. There is a stipulation of the gift that the college use the building for programming for at least four years, after which, the college can sell, lease or continue using the building.

Dr. Bledsoe presented a cost analysis of upgrading and maintaining the building.

### **Potential Programming – Appendix K**

Dr. Bledsoe presented Appendix K, proposed programming for the building in Troy. The proposed use of the building would be a Workforce Solutions Center. The building would encompass the Small Business Center and training related to the center, the Chamber, Economic Development Corporation, Tourism Development Association, and the NC Works Center. All of these services would benefit from being downtown, central to other resources.

Dr. Bledsoe discussed the pros and cons to the off-site facility.

The next steps include contacting the Chamber of Commerce to see if they would be interested in partnering in the location and contacting the county to see if they are willing to provide funding to maintain this building.

Initial estimates include \$50,000 to get the building up to usable standards and \$30,000 annually to maintain the building. All of this funding would be funded through local dollars.

The Board discussed the security issues of the building.

Mrs. Eggleston noted that she felt that people would be less intimidated walking into this facility rather than the college.

Mr. Knowles made a motion, seconded by Mr. Kincaid, to continue pursuing the building and meeting with the County and the Chamber of Commerce and proceed with accepting the gift if it is a viable option. The motion carried.

Dr. Bledsoe thanked the committee for their consideration of this matter.

Mr. Martin thanked all involved in this process.

Mrs. Bulthuis returned to the room.

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

## **Building & Grounds Committee Minutes**

A called meeting of the Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 23, 2016 at 4:30 p.m. in the College Boardroom.

### **Present**

Sam Martin, Chairman  
Claudia Bulthuis, Vice Chairman  
Sharon Cupples  
Ron Kincaid  
Gordon Knowles

### **Absent**

Anna Hollers

### **Others Present**

Gelynda Capel  
Andrea Marshall  
Phil Absher(Via Telephone)

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; Chappel Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

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

### **Campus Tour**

Dr. Bledsoe took those in attendance on a tour of campus to show the facility needs and areas where renovations need to be made.

### **Report on Presentation to County Commissioners**

#### **Capital Projects**

#### **Building Donation – Conditions of Acceptance**

Dr. Bledsoe gave a report on the presentation that was given to the County Commissioners at their retreat on March 22, 2016. The presentation included the local budget request and the capital needs request. He noted that the funding needed for the new building was rolled into the budget request, so the commissioners would know what funding would be needed.

He noted that the bond funds would not be available until the summer or later.

Mrs. Bulthuis excused herself from the room due to a conflict of interest regarding the building donation.

Mr. Martin reported that the County Commissioners were presented with the donation of a building, conditional to working out the agreements with county services.

Dr. Bledsoe reported that the County Commissioners asked several questions regarding the building. There was no answer given by the County Commissioners if they are willing accept this additional cost to capital needs of the college.

The College may not know until the end of June if the County is willing to accept this additional expenditure of a new building.

Mr. Knowles noted that it was the impression of the Board that the College would move forward with the acceptance of the building donation, pending the County Commissioners approval of accepting the additional expense.

Dr. Bledsoe will continue to contact the entities involved in the proposed building donation and continue discussion with the county regarding the funding.

Mr. Martin reported that there may be some changes with the NC Works Center.

Dr. Bledsoe explained that the funds needed to renovate and maintain the donated building would come from county funds, without approval from the County Commissioners the College would not be able to absorb these costs in the current budget.

The Blair Family, LLC would like to have a decision made by the end of April. Upon questioning, Mrs. Bulthuis will ask if the members of the LLC would be willing to extend this time frame to the end of June.

The Connect NC Bond can be used for renovation to existing facilities and new construction, there is a required match for new construction.

### **NC Connect Bond** **Prioritizing Projects – Action**

Dr. Bledsoe reported that it is now the responsibility of the Board and Administration to find a way to use the bond funds to best meet the needs of the College.

Mr. Knowles asked if these funds can be used for security upgrades on campus. Dr. Bledsoe noted that these funds can be used for security upgrades and he noted that we will be pursuing a grant for these needs.

Mr. Martin noted that the priorities should be set by the College administration.

Mr. Kincaid made a motion, seconded by Mr. Knowles, to request the College administration to develop a list of priorities to use for the Connect NC Bond funds and to present these priorities at the April Board meeting. The motion carried.

There has been no deadline set as to when the funds must be spent.

There being no further business, the meeting adjourned at 5:25 p.m.

Board Report

Facilities

April 2016

Prepared By: Wanda Frick

Director of Facilities

The new security fence has been completed behind the Forestry Building. This will provide closer accessibility for the Forestry students to the vehicles while keeping them secured.



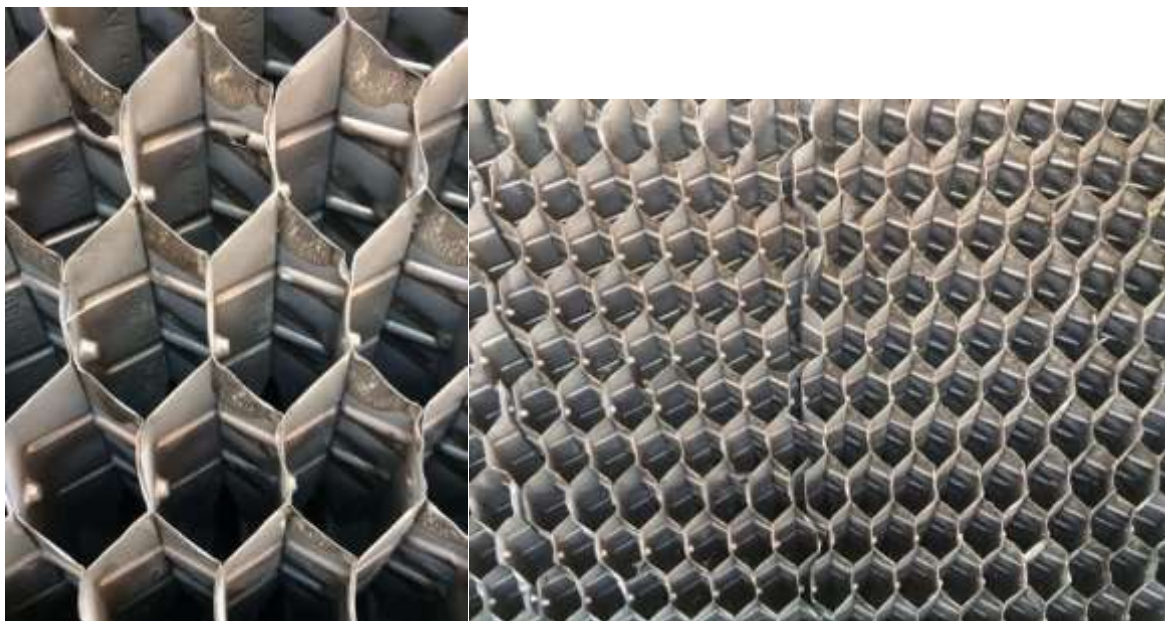
Below, Marcus Ervin, operates the recently purchased Cooling Tower cleaner system. It is important for the tower and its water supply to be maintained monthly with water treatments and cleaned annually with this equipment to prevent the water to become contaminated.



Before pictures of the Cooling Tower fins.



After the cleaning, fins look almost new.



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

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Vehicle damage PVA	3/1/2016/2:00pm	2/26/2016/12:50-3:30pm	Main Parking lot
Reported Sexual Harassment	3/7/2016	3/7/2016	Building 300



## SMARTNET NORTH AMERICA REFERENCE NETWORK REFERENCE STATION HOST AGREEMENT

LEICA Geosystems Inc. and Host wish to contract for Host to participate in the SmartNet GNSS Reference Network on the terms and conditions set forth in the Agreement (all as defined below).

Accordingly, in consideration of the mutual agreements contained herein, each of Leica Geosystems, Inc. and Host acknowledges that it has received and reviewed this Agreement and agrees to be bound by the same.

Host	<u>Montgomery Community College</u>
Station Name:	<u>NCTY</u>
Effective Date:	<u>March 14, 2016</u>

1. **Definitions.** Certain terms used and not otherwise defined in this Agreement have the following definitions or meanings:

“**GNSS**” means global navigation satellite system

“**Agreement**” means this agreement together with the standard SmartNet Terms & Conditions and any agreed upon Appendices

“**Leica**” means Leica Geosystems, Inc., a Delaware corporation.

“**Network**” means the Reference Network marketed under the brand SmartNet, a real-time GNSS network anticipated to provide spatial information to a diverse user community in proximity to the Site.

“**Reference Station**” means the Leica GNSS reference station and associated or ancillary equipment located at the Site.

“**Site**” means the real property and improvements of the Host where the Reference Station is located.

“**Term**” means the period commencing with the Effective Date identified on the first page of this Agreement and continuing thereafter, unless terminated in accordance with the provisions of Section 4.

2. **Host Obligations.** Host hereby grants to Leica and its employees, agents, designees and/or contractors (hereinafter “Licensee”) right of ingress and egress to the Site to install, maintain, repair and/or operate the Reference Station during regular business hours, if the Site is an occupied edifice, and at any reasonable time if unoccupied. No ownership, leasehold or other rights to the Site shall vest in Licensee by virtue of this Agreement. Host agrees and licenses Licensee to permanently erect the Reference Station in a place on the Site and to a standard consistent with the standards for the Network as established by Leica from time to time. Host also agrees to (i) provide access to and maintain an internet connection for the Reference Station and (ii) provide power.

3. **Payment.** As full and valid consideration for the obligations to Host set forth herein, Leica grants Host an annual payment of \$ 1000.00. This payment will remain in effect during the term of this Agreement.

4. **Termination.**

- a. Either Party may terminate this Agreement immediately by delivery of notice to the other Party at any time if the other Party materially breaches this Agreement.
- b. Either Party may terminate this Agreement for any reason or no reason upon 60 days’ written notice.

5. **Notices.** All notices, authorizations, directions, consents, and other communications to, upon, and between the parties shall be in writing and shall be deemed to have been duly made, delivered and received when delivered personally or by nationally recognized courier service or when mailed by certified mail, postage prepaid and return receipt requested, or when transmitted, and receipt confirmed, by facsimile or electronic transmission to each Party at the address, facsimile number or electronic address set forth under the name of that Party on the first page of this Agreement or to either Party at such other post office address, facsimile number or electronic address as that Party may specify by notice to the other Parties.

6. **No Joint Venture or Partnership.** This Agreement shall not be deemed nor construed to create a joint venture or partnership between Host and Leica, nor shall this Agreement be deemed or construed as making either Party the agent or representative of the other Party. Neither Party shall have the authority to bind the other Party in any respect.

7. **Modifications.** This Agreement may not be modified, waived, amended, discharged, terminated or supplemented, or otherwise changed, except by a document executed by an authorized representative of each Party.

8. **Non-Waiver of Rights and Breaches.** Except as provided in Paragraph 10, no failure or delay of any Party in the exercise of any right given to such Party hereunder shall constitute a waiver thereof, nor shall any single or partial exercise of any such right preclude other or further exercise thereof or of any other right. The waiver by a party of any default of any other Party

hereunder shall not be deemed to be a waiver of any such subsequent default or other default of any party. No action or forbearance by any Party contrary to the provisions of this Agreement shall be construed to constitute a waiver of any of the express provisions hereof.

9. **Successors and Assigns.** Either Party may assign this Agreement (a) to one or more affiliates in connection with an internal corporate reorganization or restructuring (in which case the Party shall remain liable for its obligations hereunder notwithstanding such assignment) or (b) to a third party in connection with the sale of substantially all of a Party's assets to, or the merger of the Party into, a third party.

10. **Limitation of Remedies.** Neither Party shall seek, and each hereby irrevocably waives, monetary damages, whether direct, consequential, indirect, or punitive, as a consequence, or arising from, this Agreement or its breach. This Paragraph does not waive or affect either Party's remedies in cases of fraud or intentional torts. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL OR INDIRECT DAMAGES, INCLUDING BUT NOT LIMITED TO LOST PROFIT OR LOST OPPORTUNITY.

11. **Construction.** Each Party acknowledges that it has participated in the negotiation of this Agreement, had the opportunity to consult with legal counsel prior to executing the Agreement, and that no provision of this Agreement shall be construed against or be interpreted to the disadvantage of any Party hereto by any court or other governmental or judicial authority by reason of such Party having or deemed to have structured, dictated or drafted such provision.

12. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, with such counterparts together constituting one and the same instrument. Alternatively, the Parties acknowledge and agree that this Agreement may be, for convenience, executed in duplicate originals, each of which is intended to be and is as valid as its counterpart original.

13. **Invalidity.** If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of this Agreement will remain in full force and effect and will in no way be affected, impaired or invalidated.

**LEICA GEOSYSTEMS, INC.****HOST**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: Wendy Watson

Printed Name: \_\_\_\_\_

Title: Director of SmartNet NA

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

5051 Peachtree Corners Circle

Suite 250

Norcross, GA 30092

Attention: Connie McFarland

Attention: \_\_\_\_\_

Fax Number: 770-326-9586

Fax Number: \_\_\_\_\_

Email Address: connie.mcfarland@leicaus.com

Email Address: \_\_\_\_\_

**SITE LOCATION**Station Name NCTYSite Address 1011 Page StSite City TroySite State/Province NCSite Zip/Postal Code 27371Site Phone Number 910-576-6222For general questions or issues, you may also contact us at [support@smartnetna.com](mailto:support@smartnetna.com)

## Standard Masonry Building Monument

- Preferred Monument Style
- Easiest installation
- Meets standards of governing agencies



Overview



Detail

## Bond Construction/Renovation Priorities

- I. Infrastructure
  - a. Roof Repair/Replacement
    - i. 200 Building .....\$200,000
    - ii. 100 Building .....\$300,000
    - iii. 500 Building .....\$ 40,000
  - b. HVAC
    - i. 100 Boiler .....\$140,000
    - ii. 300 HVAC Unit .....\$ 75,000
    - iii. 500 HVAC Units.....\$ 75,000
      - 1. Replacing the systems in Buildings 300 & 500 with Variable Refrigerant Flow systems will upgrade buildings to more efficient systems than the group of heat pumps currently operating.
    - iv. 200 Total HVAC .....\$980,000  
 The above price is for a total building upgrade that includes 4 roof air handlers, external ductwork, automation controls, and the variable frequency drives in the system.
      - 1. Chillers only.....\$250,000
      - 2. Boiler only.....\$135,000
- II. Renovation
  - a. 100 Building (Complete Renovation).....\$2,500,000
  - b. 200 Building Paint .....\$ 100,000
  - c. 500 Renovation.....\$ 25,000
- III. Expansion
  - a. Industrial/Maintenance Building.....\$2,000,000
  - b. 100 Building Entrance.....\$ 500,000

### Next Steps

- I. Replace 200 Building Roof and Air Handler
- II. Architectural Designs for 100 Building
- III. Renovate Student Union to become Continuing Education
- IV. Renovate 3<sup>rd</sup> Hall for Gunsmithing
- V. Building 100 Remaining Renovations
- VI. Building 100 Roof and HVAC

**Personnel Committee**  
**Wednesday, April 13, 2016**  
**5:50 p.m.**

**Committee Members**

**Gelynda Capel, Chairman**  
**Sharon Cupples, Vice Chairman**  
**Phil Absher**  
**Claudia Bulhuis**  
**Paula Covington**  
**Anna Hollers**

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix J – Action**
- ❖ **Introduction of New Employees at Board Meeting**
  - Riley Beaman, Coordinator of Health and Public Safety – Appendix K**
  - Jessica McDaniel, Small Business Center Director – Appendix L**
  - Lynn Epps, Director of Resource Development – Appendix M**
- ❖ **Revised Board Policy 320.00 Professional Development – Second Reading – Appendix N – Action**
- ❖ **Revised Board Policy 610.00 Admissions – Second Reading – Appendix O – Action**
- ❖ **New Board Policy 677.00 Student Grievances and Appeals – Second Reading – Appendix P – Action**

- ❖ **Notice of Retirement – Custodian/Maintenance Staff – Appendix Q**
- ❖ **Notice of Resignation – Compensatory Education Instructor – Appendix Q-1**
- ❖ **New Position Recommendations – Action  
Phlebotomy – Appendix R  
Director of Foundational Studies – Appendix S**
- ❖ **Closed Session – Action**
- ❖ **Open Session – Action**
- ❖ **Revisions to the Organizational Chart – Appendix T – Action**
- ❖ **President’s New Contract – Appendix U – Action**
- ❖ **New Business**
- ❖ **Adjourn**



**Attachment C****Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 6:00 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Sharon Cupples, Vice Chairman (via telephone)  
Claudia Bulhuis  
Paula Covington  
Anna Hollers

**Absent**

Phil Absher

**Others Present**

Susan Eggleston  
Ron Kincaid  
Gordon Knowles  
Andrea Marshall  
Sam Martin  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, 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, except Phil Absher.

**Approval of February Committee Minutes – Appendix L – Action**

Mrs. Hollers made a motion, seconded by Mrs. Bulhuis, to approve the minutes from the February committee meeting. The motion carried.

**Introduction of New Employees at Board Meeting**

**Diana Sanchez, High School Liaison – Appendix L-1**

**Roger Brown, Custodian/Maintenance Staff – Appendix L-2**

**Wayne Coley, Gunsmithing Instructor – Appendix L-3**

Mrs. Capel reported that there will be three new employees introduced at the Board meeting.

Dr. Bledsoe reported on the recent change of hiring authority being delegated to the President, and he reviewed the new process being used on campus.

**Notice of Termination – Custodian/Maintenance Staff – Appendix M**

Mrs. Capel presented Appendix M, the notice of termination of Bill Collins, Custodian/Maintenance Staff.

**Out of State Request – Dr. Chad Bledsoe to attend the NRA Convention, Louisville, KY – May 19-22, 2016 - Action**

Mrs. Hollers made a motion, seconded by Mrs. Covington, to approve the Out of State Travel Request for Dr. Bledsoe to attend the NRA Convention in Louisville, KY from May 19-22, 2016. The motion carried.

**Revised Board Policy 320.00 Professional Development – First Reading – Appendix N**

Dr. Bledsoe presented, Appendix N, revisions to Board Policy 320.00 Professional Development. The recommended revisions will give a more flexibility for employees.

The committee recommended changing the wording in the procedure from expected to required.

**Revised Board Policy 610.00 Admissions – First Reading – Appendix O**

Dr. Bledsoe presented, Appendix O, revisions to Board Policy 610.00 Admissions. The revisions to this policy are in compliance with the recent amendments to the State Board Code, to require community colleges with programs requiring possession of a firearm to ensure that individuals enrolling in those programs have the legal authority to possess a firearm.

**New Board Policy 677.00 Student Grievances and Appeals - First Reading – Appendix P**

Dr. Bledsoe presented Appendix P, new Board Policy 677.00 Student Grievances and Appeals. This policy follows State Board Code which states that there must be a grievance policy if a student were denied admission to the college.

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

## Personnel Appointment

<b>Name of Person</b>	<b>John (Riley) Beaman, III</b>
<b>Present Address</b>	212 Hallyburton Rd, Mount Gilead 27306
<b>Position</b>	Coordinator for Health and Public Safety Programs
<b>Position Category</b>	Academic Coordinator
<b>Salary</b>	\$45,600
<b>Effective Date of Employment</b>	4/1/16
<b>Budget Information</b>	State

### Position Description

The Coordinator of Health and Public Safety Programs reports to the Dean of Continuing Education and serves as coordinator of several Continuing Education programs, services, and activities that are supportive of the purpose and mission of the college. The position provides guidance for program development and maintains accurate documentation for data reporting and accountability processes.

The Coordinator works closely with departmental staff to coordinate, market, deliver, and report Continuing Education courses associated with state-mandated fire, law, and emergency medical service training.

The Coordinator works closely with departmental staff to coordinate, market, deliver, and report Continuing Education courses that prepare students for careers in healthcare.

The Coordinator collaborates with the Gunsmithing program to host a variety of non-degree courses, including those with the National Rifle Association.

The Coordinator is a liaison between Montgomery Community College and local healthcare, law, fire, and emergency service agencies, and as such serves as the primary contact and responder for associated education and training needs.

The Coordinator will perform other duties related to the needs of the college as assigned by the Dean of Continuing Education.

### Education and Certifications

School/Certification	Years Attended	Degree
Methodist University	1999 - 2002	Sports Management, BS. Health Care Admin., Concentration Business, Minor
Western Carolina University	2007 - 2008	Educational Administration, M.Ed.
Department of NC State Fire Marshall		Firefighter I & II, State Certification

### Work Experience

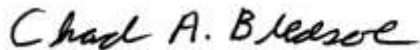
Employer	Dates of Employment	Position/Title
Montgomery Community College	2004 - Present	Coordinator of Student Life

## Hiring Committee

Person	Position
Tracey Wyrick	Division Chair, Health/Public Services/Business Technologies
Kay Taylor	Administrative Assistant, Continuing Education
Cindy Ellison	Director, Distance Learning/QEP
Gay Roatch	Director, Foundation
Jonathan Thill	Dean, Continuing Education

### Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Riley Beaman, III, checked his background, and found him qualified for the position. Upon recommendation from the Hiring Committee, I approve Riley Beaman, III for the Coordinator for Health and Public Safety Programs position.



Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Jessica McDaniel
<b>Present Address</b>	254 Honey Bee Drive Lexington, NC 27295
<b>Position</b>	Small Business Center Director
<b>Position Category</b>	Academic Director
<b>Salary</b>	\$39,924
<b>Effective Date of Employment</b>	April 4, 2016
<b>Budget Information</b>	State (Special Funds)

### Position Description

The Small Business Center Director provides services to local businesses in education and training, one-on-one training, one-on-one counseling and referrals, and maintains an informational resource library for small business clients. The Director networks with business leaders, organizations and associations on the local, state, and federal level to provide information and services to Montgomery County's entrepreneurs. The SBC Director must follow the guidelines governing the Small Business Center Network, especially as they pertain to client counseling and confidentiality issues. The Director will also maintain a designated area called the Small Business Center with computers, Internet access, and other resources for public use. The Small Business Center Director reports to the Dean of Continuing Education.

### Education and Certifications

School/Certification	Years Attended	Degree
UNC Greensboro	2010-2015	BA Liberal Studies
Davidson Cty. Com. College	2008-2010	AA General Studies

### Work Experience

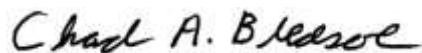
Employer	Dates of Employment	Position/Title
Davidson Cty. Com. College	October 2013 – March 2015	HRD Coordinator
Davidson Cty. Com. College	November 2011 – October 2013	Administrative Support Staff
Butter Bean Buffet	March 2011 – August 2011	Entrepreneur/Manager
Printcraft Company, Inc.	June 2006 – February 2011	Office Assistant

## Hiring Committee

Person	Position
Mike Collins	Department Chair, Business
Connie Parsons	Administrative Assistant, Continuing Education
Carol Holton	Coordinator, Institution Effectiveness/SACS Liaison
Cathy Biby	Accountant
Jonathan Thill	Dean, Continuing Education

## Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Jessica McDaniel, checked her background, and found her qualified for the position. Upon recommendation from the Hiring Committee, I approve Jessica McDaniel for the Small Business Center Director position.



Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Lynn Epps
<b>Present Address</b>	1046 Abner Road, Troy NC 27371
<b>Position</b>	Director of Resource Development
<b>Position Category</b>	Administration
<b>Salary</b>	\$44,124
<b>Effective Date of Employment</b>	April 4, 2016
<b>Budget Information</b>	State Funds

### Position Description

- A. Director of all activities for the Foundation, reporting to the President and Foundation Board of Directors.
- B. Responsible for Foundation assets and oversees all development activities, generates new ideas for fund-raising, prepares a yearly budget and provides follow-up on that budget with monthly financial statements.
- C. Facilitates the development program of the Foundation working closely with the Foundation Board of Directors on all fund-raising activities, which includes an annual campaign, an internal fund drive, and a golf tournament.
- D. Responsible for the organizational aspects of the fund-raising programs, staying in communication with appropriate board members and working with members of the community.
- E. Continually updates donor information with recordkeeping to be exact and correct.
- F. Work with VP of Administrative Services for accurate checking, savings and cash management account reports.
- G. Arrange an annual audit of the Foundation books.
- H. Must be familiar with the tax laws and legal procedures governing this program.
- I. Is a member of the Administrative Cabinet, and is present at Staff, Board and Foundation meetings.
- J. Responsible for generation of grants, assists staff in the development of proposals with emphasis on funding source identification and budget preparation, interprets requests and ensures compliance with eligibility requirements.
- K. Reviews grant proposal documents for additional funding sources
- L. Keeps records of college historical and statistical profile to be used in grant applications.
- M. Remains informed of grant programs awarded.

### Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	1993-1996	Associates of Science-Accounting
Gardner-Webb University	2008-2011	Bachelors of Science-Human Services

### Work Experience

Employer	Dates of Employment	Position/Title
McRae Industries	1994-1999	Payroll Clerk
Montgomery County Partnership for Children	April 1999 – October 2012	Program Director
Communities In Schools of Montgomery County	October 2012 – March 2016	Executive Director

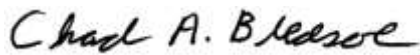
## Professional Participation/Honors

### Hiring Committee

Person	Position
Dr. Chad Bledsoe	President
Jean Abbott	Foundation Board of Director
Jeanette McBride	Vice President of Administration
Doni Cody	Director of Financial Aid
Amy Friery	Human Services Program Head
Korrie Ervin	Assistant to the President

### Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Lynn Epps, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Lynn Epps for the Director of Resource Development position.



Chad A. Bledsoe  
President



## Current Policy

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**320.00 Professional Growth for Employees**


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Employees will continue professional development through continuing education as well as membership and participation in appropriate professional organizations, workshops, and other activities. Limited funds and professional leave are available for attendance at professional meetings; and in house professional development will be provided.

In house professional development will include sessions at employee meetings, scheduled faculty/staff professional development held each semester, departmental professional development and small business seminars. Each employee is expected to participate in a minimum of 15 hours annually and will record such activities to be included in annual evaluations.

Approval to take courses during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the institution. If an employee enrolls in a course and the course schedule overlaps the employee's normal work schedule, the employee may be granted actual overlap up to three hours per week, educational leave with pay. The employee must arrange an alternate work schedule with the supervisor to the extent of the excess hours.

## Proposed changes

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**320.00 Professional Growth for Employees**


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~~Employees will continue professional development through continuing education as well as membership and participation in appropriate professional organizations, workshops, and other activities. Limited funds and professional leave are available for attendance at professional meetings; and in house professional development will be provided.~~

~~In house professional development will include sessions at employee meetings, scheduled faculty/staff professional development held each semester, departmental professional development and small business seminars. Each employee is expected to participate in a minimum of 15 hours annually and will record such activities to be included in annual evaluations.~~

~~Approval to take courses during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the institution. If an employee enrolls in a course and the course schedule overlaps the employee's normal work schedule, the employee may be granted actual overlap up to three hours per week, educational leave with pay. The employee must arrange an alternate work schedule with the supervisor to the extent of the excess hours.~~

Employees will engage in professional development annually to support the mission of the college, as well as maintain and strengthen their skills and knowledge. Professional development is a component of the annual employee evaluation and other procedures adopted by the College.

Professional development activities are learning events such as: Continuing education offered by the College, membership and participation in appropriate professional organizations, annual College sponsored professional development scheduled each semester, Small Business Center seminars, Distance Learning training, and seminars and/or webinars as promoted by the Director of Learning Resources and Professional Development.

#### Proposed Procedures 320.01

All full-time and permanent part-time staff and faculty are required to participate in a minimum of 15 hours of professional development annually, and will be responsible for keeping a record of such activities. This annual report will be turned into the employee's supervisor in February of each year, and will be reviewed during the employee's annual evaluation. For online and/or hybrid instructors, a minimum of 5 hours of the annual 15 hours of professional development required, will be topics related to online instruction. Annually, up to 3 hours of service and/or civic engagement may be counted toward the employee's professional development with the supervisor's prior approval.

Approval to take courses during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the institution. If an employee enrolls in a course and the course schedule overlaps the employee's normal work schedule, the employee may be granted actual overlap up to three hours per week, educational leave with pay. The employee must arrange an alternate work schedule with the supervisor to the extent of the excess hours.

## Current Policy

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**610.00 Admissions**

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In keeping with 23 SBCCC 02c .0301 for curriculum and continuing education admissions:

- (a) Montgomery Community College (MCC) shall maintain an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Student admission processing and placement determination shall be performed by the officials of each College. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in Rule .0305 of this Section.
- (b) For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Montgomery Community College shall admit undocumented immigrants under the following conditions:
  - (1) MCC shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law;
  - (2) When determining who is an undocumented immigrant, Montgomery Community College shall use federal immigration classifications;
  - (3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid;
  - (4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina;
  - (5) When considering whether to admit an undocumented immigrant into a specific program of study, Montgomery Community College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and
  - (6) Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- (c) The MCC Boards of Trustees may regulate admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. This may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program.
- (d) Suspending or expelling a student for non-academic disciplinary purposes shall be recorded in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, MCC shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The MCC Board of Trustees

may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.

- (e) The MCC Board of Trustees may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, MCC may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Refusing admission on the basis of a health or safety threat requires documentation of the following:
  - (1) Detailed facts supporting the rationale for denying admission;
  - (2) The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
  - (3) The conditions upon which the applicant that is refused would be eligible to be admitted.
- (f) The MCC Board of Trustees' appeals process is available for applicants denied admission pursuant to Subsection (e) of this Section.

## Proposed changes

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**610.00 Admissions**


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In keeping with ID SBCCC 400.2 for curriculum and continuing education admissions, Montgomery Community College (MCC) shall maintain an open door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. The MCC Board of Trustees may regulate admission and graduation of students enrolled in courses mandated under G.S. 17C. Suspending or expelling a student for non-academic disciplinary purposes shall be recorded in the student's educational record. The MCC Board of Trustees may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. The MCC Board of Trustees appeals process is available in the Student Handbook for applicants denied admission pursuant to ID SBCCC 400.2(e).

~~In keeping with 23 SBCCC 02e .0301 for curriculum and continuing education admissions:~~

- ~~(a) Montgomery Community College (MCC) shall maintain an open door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Student admission processing and placement determination shall be performed by the officials of each College. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in Rule .0305 of this Section.~~
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  - ~~(2) When determining who is an undocumented immigrant, Montgomery Community College shall use federal immigration classifications;~~
  - ~~(3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid;~~
  - ~~(4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina;~~
  - ~~(5) When considering whether to admit an undocumented immigrant into a specific program of study, Montgomery Community College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and~~

- ~~(6) — Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.~~
- ~~(c) — The MCC Boards of Trustees may regulate admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. This may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program.~~
- ~~(d) — Suspending or expelling a student for non-academic disciplinary purposes shall be recorded in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, MCC shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The MCC Board of Trustees may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.~~
- ~~(e) — The MCC Board of Trustees may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, MCC may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Refusing admission on the basis of a health or safety threat requires documentation of the following:
  - ~~(1) — Detailed facts supporting the rationale for denying admission;~~
  - ~~(2) — The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and~~
  - ~~(3) — The conditions upon which the applicant that is refused would be eligible to be admitted.~~~~
- ~~(f) — The MCC Board of Trustees' appeals process is available for applicants denied admission pursuant to Subsection (e) of this Section.~~

## Proposed New Policy

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**677.00 Student Grievances and Appeals**

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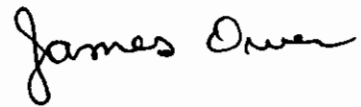
A grievance or complaint is defined as any matter of student concern or dissatisfaction within the operation of the College. Students should initially address problems and matters of concern informally with the student(s), faculty, or staff member involved prior to resorting to formal procedures. If the grievance/complaint cannot be settled satisfactorily on an informal basis, the student may pursue a formal resolution. The Student Grievance and Appeals process is outlined in the Student Code section of the *Student Handbook*.

Dr Bledsoe

I wanted to let you know that my retirement date is July 31

Thank You

James Owen

A handwritten signature in black ink that reads "James Owen". The signature is written in a cursive style with a large, looping initial 'J'.





## MONTGOMERY COMMUNITY COLLEGE

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

April 5, 2016

Mr. James Owen  
1011 Page Street  
Troy, NC 27371

Dear Mr. Owen:

I am in receipt of your letter announcing your retirement on July 31, 2016. I accept your letter notifying me of your retirement from the Maintenance Department. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

Clare Cagle  
1302 Cagle Loop Rd.  
Seagrove, NC 27341  
(910) 975-5916

April 6, 2016

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

Dr. Bledsoe,

I want to take this time to express my appreciation for the opportunities afforded me at Montgomery Community College. I have accepted a position outside of Montgomery Community College. My last day of employment will be May 4, 2016.

Sincerely,



Clare Cagle



# MONTGOMERY COMMUNITY COLLEGE

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

April 6, 2016

Ms. Clare Cagle  
1011 Page Street  
Troy, NC 27371

Dear Ms. Cagle:

I am in receipt of your letter announcing your resignation on May 4, 2016. I accept your letter notifying me of your retirement from the Maintenance Department. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.  
President

## **Phlebotomy Job Description Faculty**

**Activities of curriculum instructors are coordinated by the Program Head in consultation with the Division Chair/Director. Instructor responsibilities include:**

1. Creating an effective learning environment.
2. Keeping current with information and skills in the respective teaching field.
3. Serving on college committees and attending meetings as assigned and/or requested.
4. Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
5. Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
6. Maintaining current course syllabi.
7. Maintaining accurate records such as:
  - a. daily attendance
  - b. grades
  - c. veterans and financial aid attendance report
  - d. other assigned instructional records
8. Assisting in selection of textbooks, equipment, and supplies for each course.
9. Initiating requests for equipment and supplies.
10. Being responsible for the inventory and maintenance of equipment and supplies in their respective department.
11. Attending graduation functions and ceremonies.
12. Working with advisory committees to insure relevant curriculums, instruction/materials and student placement.
13. Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
14. Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
15. Maintaining a high level of professionalism as a representative of the college.
16. Assisting the Program Head with updating the curriculum web page.
17. Performing other duties as assigned by the Division Chair/Director, Program Head, or Vice President of Instruction.

Approved April 2014

## **Job Description Director for Foundational Studies**

### **I. MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university required. A minimum of 3 years teaching experience in a high school equivalency or developmental education programs. Experience in educational administration and supervision preferred. Possess an understanding of and commitment to the unique nature and role of Foundational Studies specifically and the college in general.

### **II. JOB REQUIREMENTS**

Under the direction of the Dean of Continuing Education, the Director is responsible for the overall administrative functions of the division, including the Adult High School Diploma, Compensatory Education, ESL, High School Equivalency Test Preparation, and Developmental Studies programs and the services provided by the MCC. On a day-to-day basis, the director is a facilitator for the overall operation. The director is a source of information and advocate for all of the programs, activities, and services of the division. On a broader scope, the director has primacy of responsibility for finding and/or establishing priorities, including but not limited to, equipment acquisition, allocation of material and supply funds, travel, program publicity and recruitment, and contact with schools and other external agencies.

### **III. DIFFICULTY OF WORK**

The Director for Foundational Studies must be able to communicate with staff, faculty, students, and the community effectively. The Director must be able to design and implement a plan to facilitate the transition of students from pre-college programs into curriculum or continuing education training programs. The Director must possess or develop relationships with local public agencies and the community to facilitate continuous enrollment and community engagement.

### **IV. RESPONSIBILITY**

- Coordinate activities of the programs and services within the division.
- Review programs and activities within the division and make appropriate recommendations for changes through the process of institutional planning.
- Facilitate and approve program implementation and evaluation.
- Coordinate faculty teaching assignments.
- Recommend faculty for employment, reappointment, probation, and termination.
- Orient new faculty and staff.
- Coordinate and cooperate with other division deans.
- Implement and interpret institutional, divisional, and program policies.
- Facilitate interactions between the division and other agencies in the community.
- Evaluate divisional activities and personnel.

- Monitor FTE production of full- and part-time staff.
- Coordinate student recruitment for divisional programs.
- Implement and disseminate federal, state, and institutional policies as they relate to Foundational Studies
- Maintain adequate records and disburse information.
- Prepare and submit grants for special projects within Foundational Studies
- Make initial recommendations on requests for travel, textbooks, leaves, and purchases.
- Maintain divisional budgets.
- Prepare reports using divisional data as requested
- Perform other duties as determined by the Dean of Continuing Education.

## **V. PERSONAL RELATIONSHIPS**

The Director for Foundational Studies works with a variety of external stakeholders to develop programs and services for students academically underprepared for curriculum or continuing education training programs. Internal relationships include working with the Public Information Officer to promote programs to the general public, the IT department to provide technological support when needed, and other academic program staff to support the foundational academic needs of Montgomery County. External relationships include, but are not limited to, working with the Department of Social Services, NC Works, public housing authorities, and the local public school system.

## **VI. POSITION EVALUATIONS**

The Dean of Continuing Education evaluates this position on an annual basis.

## **VII. PROCEDURE REQUIREMENTS FOR EMPLOYMENT**

- Montgomery Community College Application for employment
- Official academic transcripts from all colleges attended
- Resume including list of references
- Prior state service form (if applicable) or appropriate documented work record
- I-9 Citizenship Verification Form
- Federal and State Withholding Forms

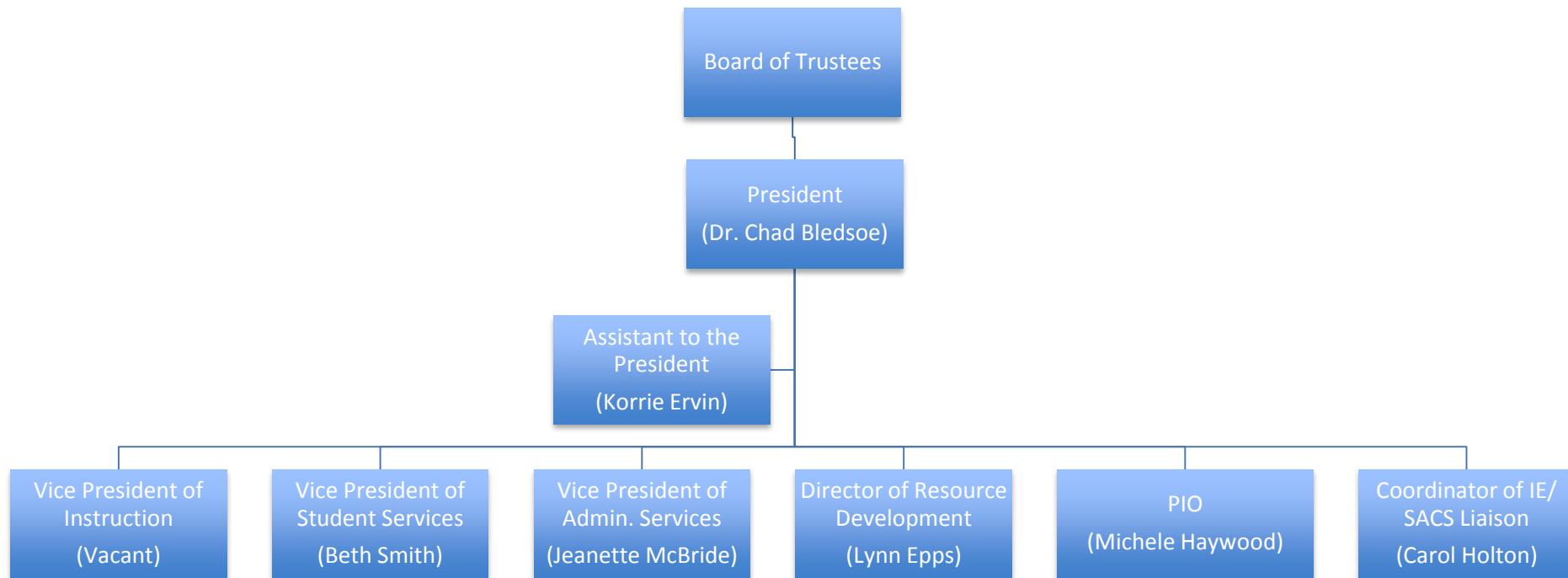
## **VIII. EOE**

Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

# Montgomery Community College Organizational Chart

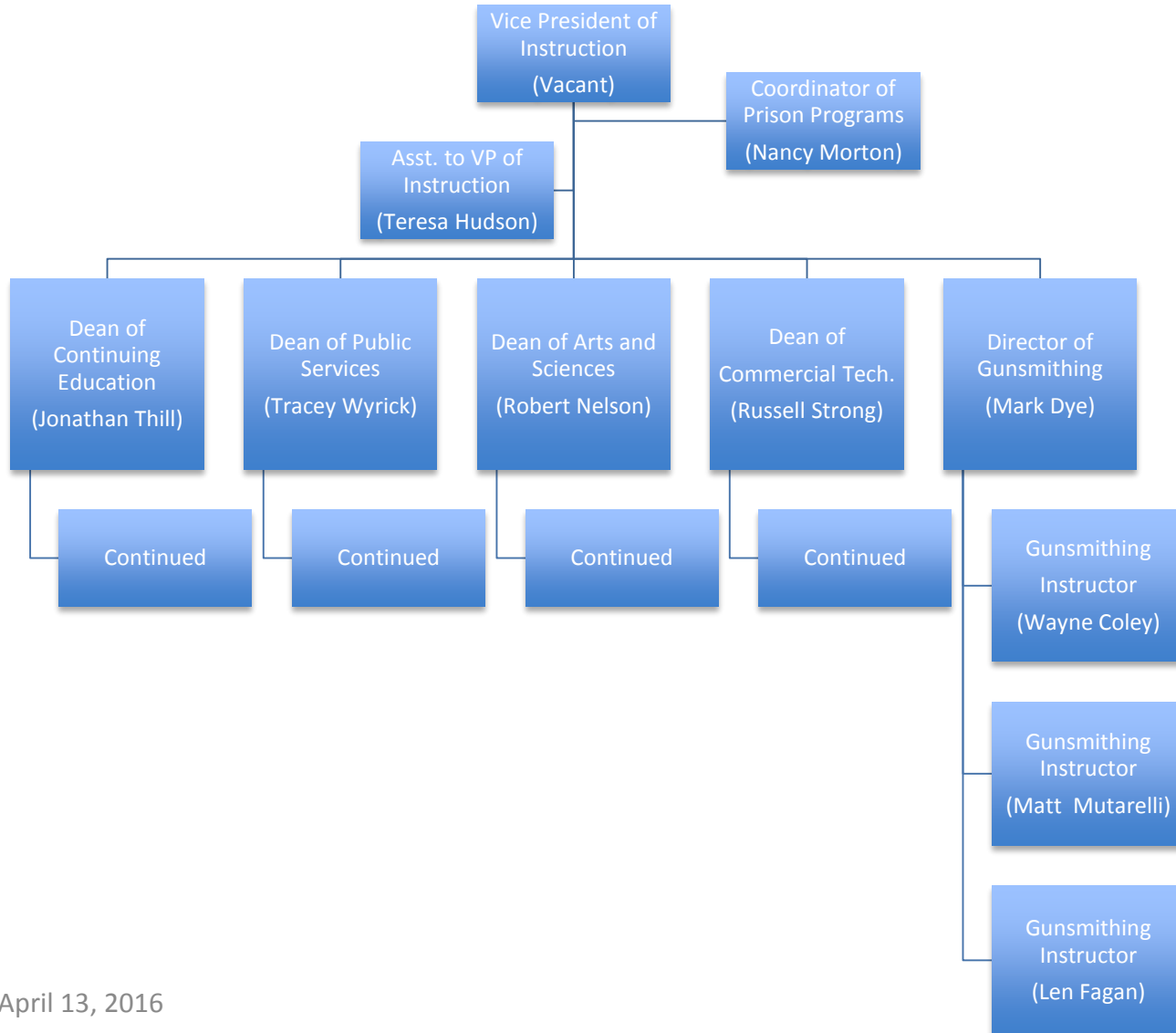


# Montgomery Community College Administration

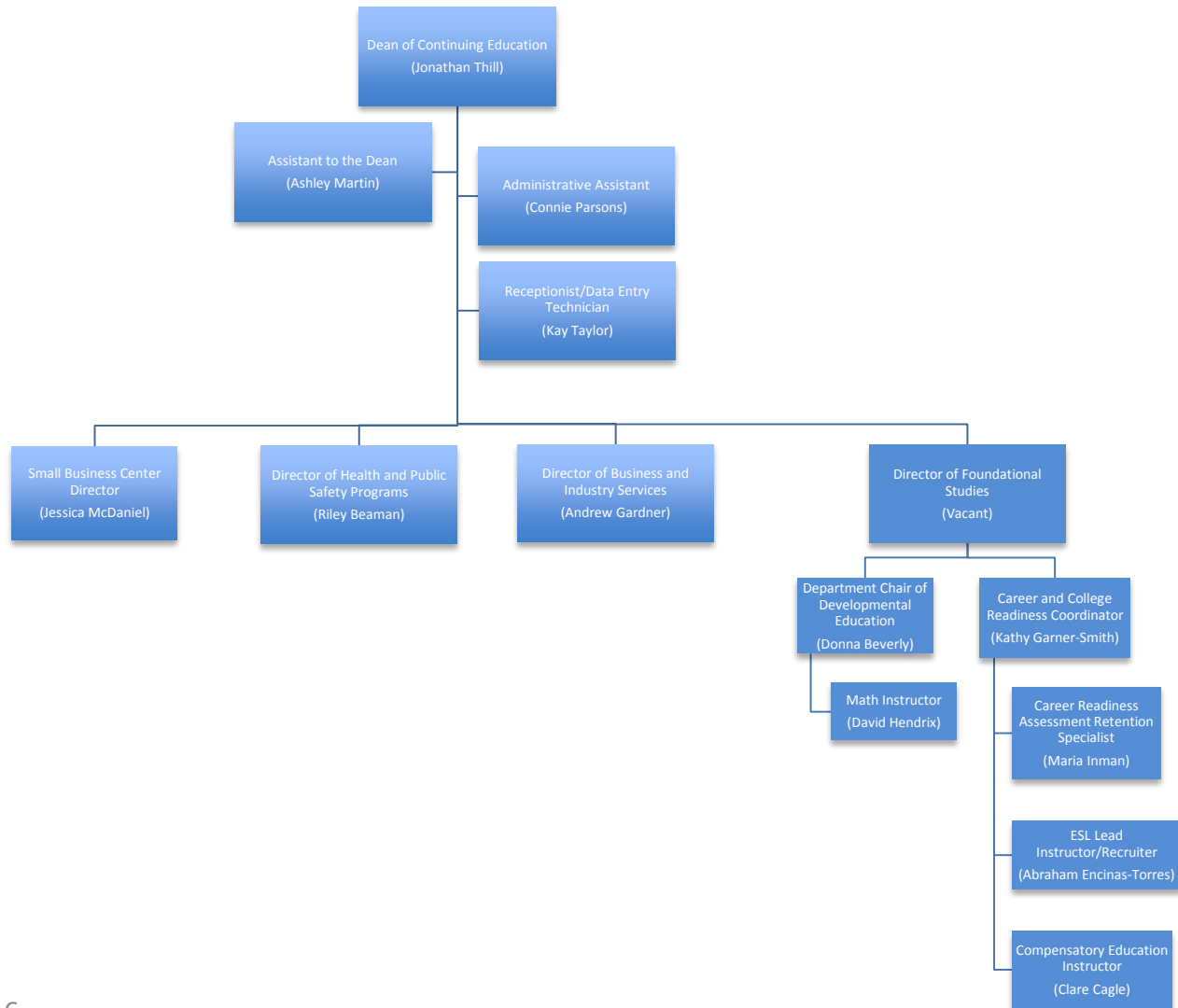




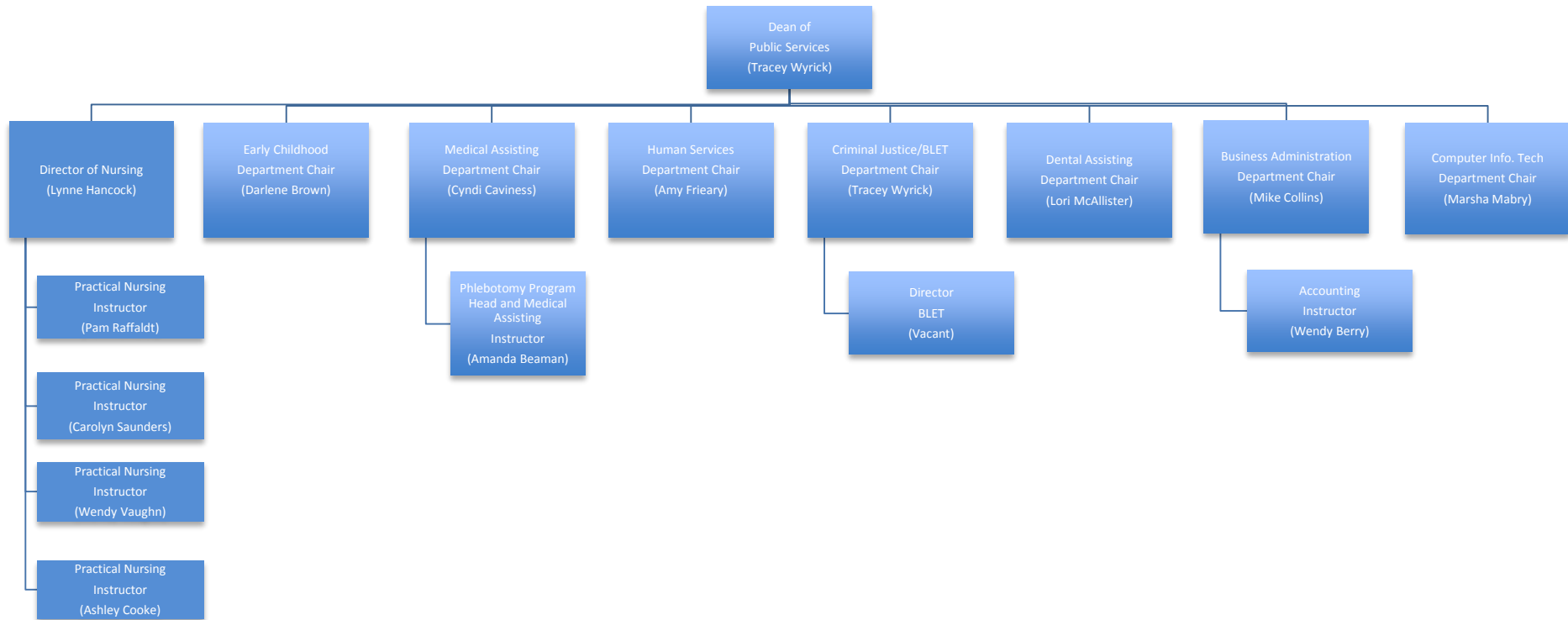
# Instruction



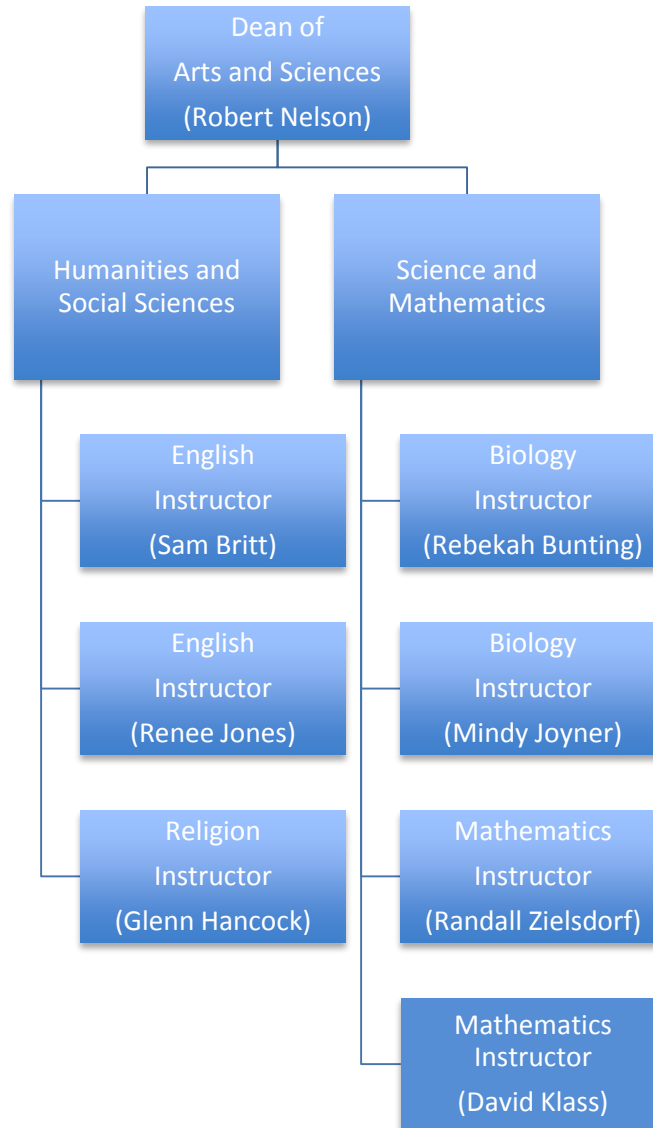
# Instruction (Continuing Education)



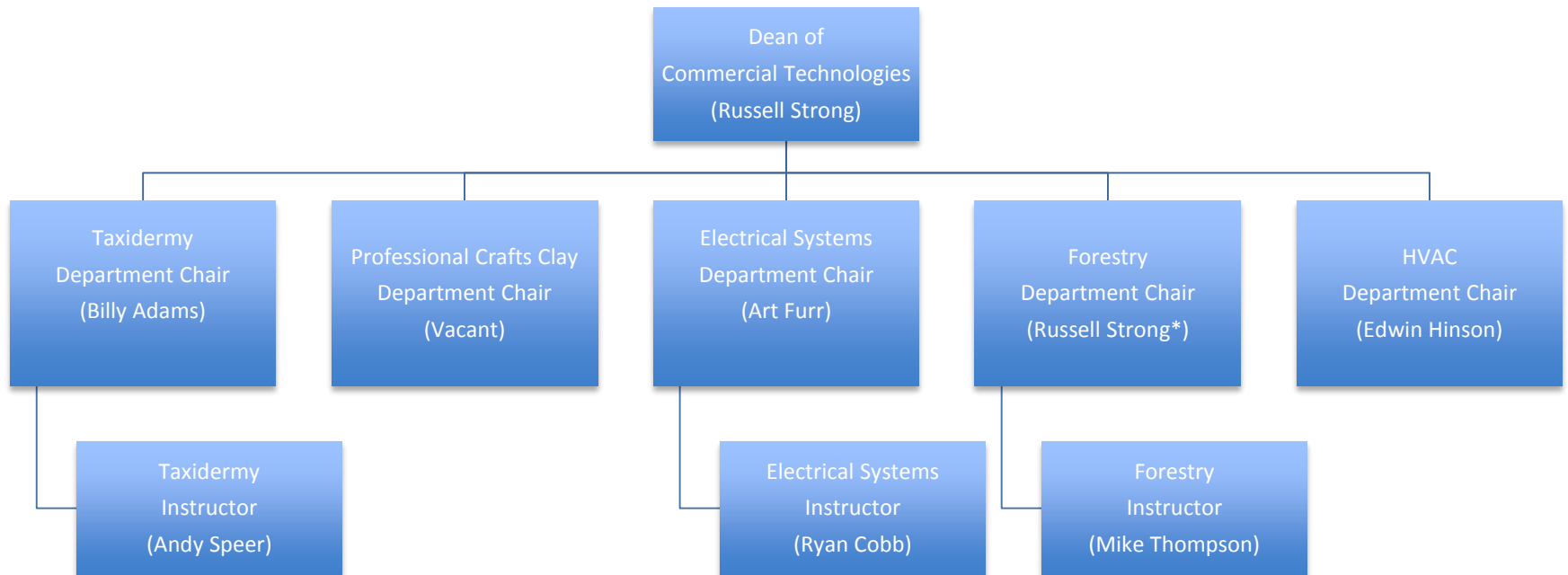
# Instruction (Public Services)



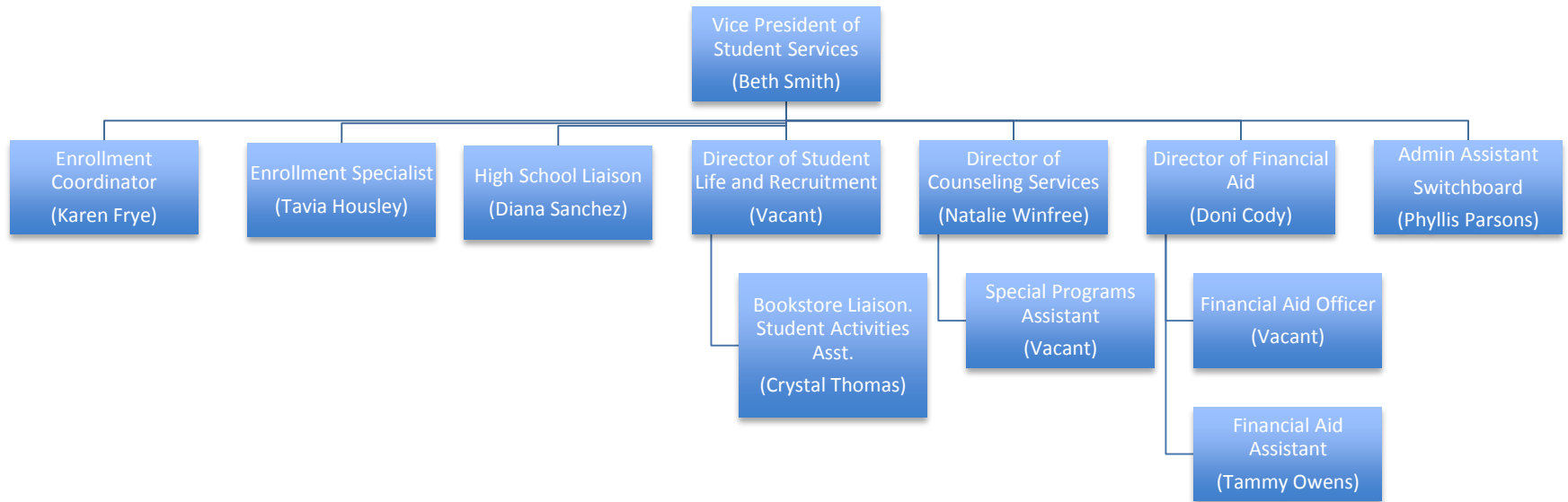
# Instruction (Arts and Sciences)



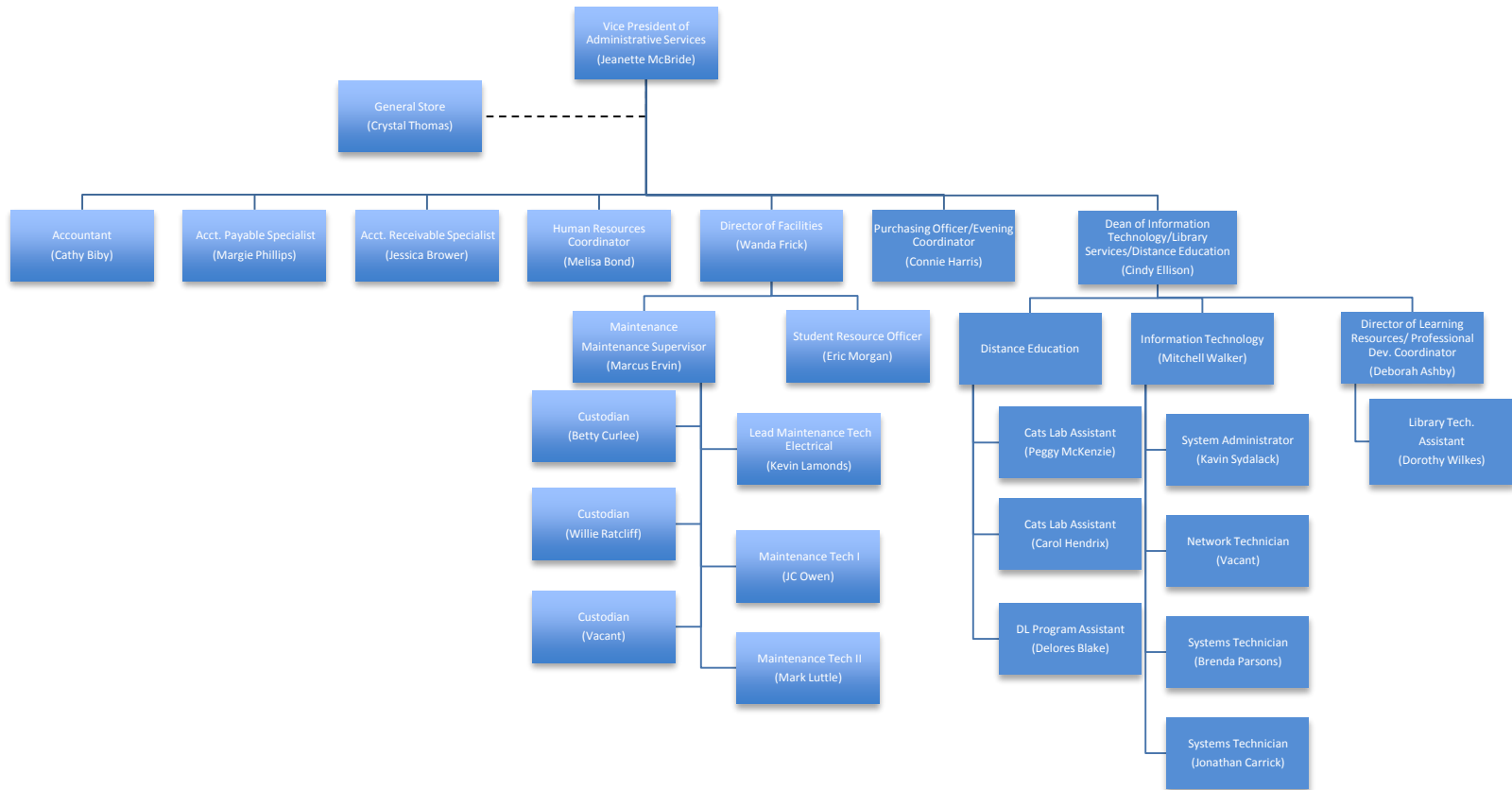
# Instruction (Commercial Tech.)



# Vice President of Student Services



# Vice President of Administrative Services



STATE OF NORTH CAROLINA  
COUNTY OF MONTGOMERY

EMPLOYMENT CONTRACT

THIS CONTRACT, made and entered into this the 13th day of April, 2016, by and between the Trustees of Montgomery Community College (hereinafter "Trustees"), a body corporate established and operating under the laws of the State of North Carolina with its principle offices located at 1011 Page Street, Troy, NC 27371 and Chad Bledsoe (hereinafter "President"). (The Trustees and the President may be hereinafter referred to singularly as a "Party" and collectively as the "Parties".)

WITNESSETH, the Parties agree as follows:

- I. **EMPLOYMENT:** The Trustees employ the President as the Chief Administrative Officer of Montgomery Community College and President accepts the employment with the Trustees subject to the terms and conditions set forth below.
- II. **DUTIES OF PRESIDENT:** The President shall faithfully, industriously, and to the best of the President's ability perform all duties as described in Board Policy 210.01 College President's job description adopted by the Trustees on the 11th day of June, 2014 and additional duties assigned from time-to-time by the Trustees. In addition, the President shall fulfill all duties imposed upon community college presidents by law or regulation and shall insure that the college operates in accordance with all applicable federal and state laws and regulations.
- III. **TERM:** This agreement shall be effective on the 13th day of April, 2016, This Employment contract shall remain in effect for a period of four years (hereinafter "original term"), subject to the termination provisions of this agreement. Unless otherwise extended, modified, or terminated, the employment of the President under this Employment Contract shall continue on a month-to-month basis after the original term ends. If this Employment Contract continues on a month-to-month basis, it is terminable by either party upon 30 days written notice.
- IV. **RENEWAL:** The Parties agree to meet no less than 90 days prior to the expiration of the original term of this Employment Contract to discuss a new employment contract or an extension or renewal of this Employment Contract.
- V. **COMPENSATION:** The Trustees shall pay the President an annual salary, payable in equal monthly installments, in an amount equal to the sum of the State funds allocated to the Trustees in accordance with State Board of



Community Colleges' Presidential Salary Schedule and any other supplement as established by the Trustees.

- VI. **OTHER BENEFITS:** In addition to the compensation provided to the President pursuant to Paragraph V, the President shall receive the following additional benefits:
- \$6,000 Annually for travel expenses (\$500 per month)
  - Up to \$2,000 in memberships in community and professional organizations
  - Health Insurance as paid by the college.
- VII. **SECONDARY EMPLOYMENT:** The President shall devote all of his time, attention, knowledge, and skills to the operation and administration of the Montgomery Community College and shall not engage any other employment for remuneration except as approved by the Trustees in accordance with the NC State Board of Community Colleges 200.94 (28). The Trustees acknowledges that federal and state laws regarding military service supersede both this contractual provision and the State Board of Community Colleges Code.
- VIII. **PROFESSIONAL LIABILITY INSURANCE:** To the extent permitted by law, the Trustees shall purchase and maintain professional liability insurance for the President for the purpose of indemnifying the President from claims made against the President arising from the performance of official duties as described in Paragraph II. The Trustees shall have sole discretion in determining the appropriate amount of professional liability insurance, but the amount of coverage shall not be less than \$1,000,000.
- IX. **TERMINATION OF EMPLOYMENT CONTRACT:**
- A. **JUST CAUSE:** The Trustees may terminate this Employment Contract for cause if the President fails to substantially perform the "Duties of President" as defined in Article II of this Contract or engages in conduct or activity which is deemed by the Trustees to seriously injure or seriously impair the reputation, operation or function of Montgomery Community College, including but not limited to, neglect of duty, conviction of a felony or misdemeanor, conduct unbecoming of a community college president, or breach of contract.

If the Trustees wish to terminate the president for cause, the Trustees shall provide the President with a written notice explaining the basis for the termination. The President shall notify the Trustees within 5 business days after his receipt of the Trustees' notification if the President wishes to rebut the basis for the termination during a hearing before the Trustees. Any such hearing shall be held within 10 days of

the President's request for a hearing, except upon mutual agreement of the parties.

The Parties may be represented by legal counsel at the termination hearing and each party shall bear the costs of their own counsel.

- B. DEATH: This Employment Contract shall be terminated upon the President's death.
  - C. RESIGNATION OR RETIREMENT: This Employment Contract shall terminate upon the effective date of the President's retirement or if accepted by the Trustees, the resignation of the President. Sixty calendar days written notice shall be given to the Trustees prior to the effective date of the retirement or resignation of the President.
  - D. BREACH: If either Party breaches this Employment Contract, this Contract may be terminated at the discretion of the non-breaching Party if the breaching Party fails to correct the breach 30 calendar days after the receipt of written notice of the breach.
- X. EVALUATION: The Trustees shall conduct an annual evaluation of the President during the spring semester of each year. The evaluation shall be conducted in accordance with NC State Board of Community Colleges Code 300.98, and the results of the evaluation shall be shared with the President during a closed session meeting of the Trustees, if a closed session is permitted under law. Should the performance of the President be found to be unacceptable, the Board reserves the right to impose disciplinary measures in accordance with the personnel manual of Montgomery Community College or to pursue termination of the President pursuant to Article IX of this Employment Contract.
- XI. MISCELLANEOUS
- A. CHOICE OF LAW: This Employment Contract and performance under this agreement, and all suits and special proceedings under this agreement shall be construed in accordance with and pursuant to the laws of the State of North Carolina. Should any action, special proceeding, or other proceeding be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of North Carolina shall be applicable and shall govern this agreement to the exclusion of any law of any other forum.
  - B. SITUS: The place of this contract, its situs and forum, shall be Montgomery County, North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined by the state courts sitting in said county.

**Appendix U**

Parties hereby exclusively submit to the personal jurisdiction of the state courts located in Montgomery County, North Carolina.

- C. ENTIRE AGREEMENT: This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements.
- D. AMENDMENTS: This contract may be amended only by written amendments duly executed by the Trustees and the President.
- E. ASSIGNABILITY: This Employment Contract is not assignable.
- F. SEVERABILITY: Each provision of this Employment Contract is separable from the whole. If any provision of this agreement is determined invalid, then that invalidity shall not impair the remaining provisions of this Employment Contract.

IN WITNESS WHEREOF, the parties hereto have duly executed this Employment Contract as of the day and year first written above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Montgomery Community College Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Montgomery Community College

**Curriculum and Student Services Committee**  
**Wednesday, April 13, 2016**  
**6:05 p.m.**

**Committee Members**

**Ron Kincaid, Chairman**  
**Sam Martin, Vice Chairman**  
**Phil Absher**  
**Claudia Bulthuis**  
**Sharon Cupples**  
**Andrea Marshall**

**Agenda Items:**

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix V – Action**
- ❖ **Update from Instruction – Appendix W**
- ❖ **Proposed New Curriculum Program – Medical Office Administration – Appendix X – Action**
- ❖ **Update from Vice President of Student Services – Appendix Y**
- ❖ **Update from Dean of Continuing Education – Appendix Z**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment D****Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 9, 2016 at 5:50 p.m. in the College Boardroom.

**Present**

Ron Kincaid, Chairman  
Sam Martin, Vice Chairman  
Claudia Bulthuis  
Sharon Cupples (via telephone)  
Andrea Marshall

**Absent**

Phil Absher

**Others Present**

Gelynda Capel  
Paula Covington  
Susan Eggleston  
Anna Hollers  
Gordon Knowles  
Johnny McKinnon  
Stephen Gant,  
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Gay Roatch, Foundation Director/Grants; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Kincaid and all committee members were present, except Phil Absher.

**Approval of February Committee Minutes – Appendix Q – Action**

Mr. Martin made a motion, seconded by Mrs. Marshall, to approve the January Committee minutes. The motion carried.

**Update from Instruction – Dr. Chad Bledsoe – Appendix R**

Dr. Bledsoe gave an update on instructional activities as presented in Appendix R.

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

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

**Update from Dean of Continuing Education – Appendix T**

Mr. Thill gave an update on continuing education activities as presented in Appendix T.

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

## **MCC Board of Trustees – April 13, 2016 Update from the Instruction Division**

### **Highlights & Previews**

- MCC Medical Assisting annual report was accepted by the Medical Assisting Education Review Board (MAERB). Program outcomes demonstrated compliance with all thresholds as being met or exceeded. No further action was required.
- Robert Nelson, Division Chair of Arts and Sciences has completed the North Carolina Community College Leadership Program. Graduation will be on Monday, April 18 at Nash Community College.
- Basic Law Enforcement students recently passed the POPAT (Police Officer Physical Aggility Test). This is the first class in five years to have 100% of the class that are eligible to take the state exam pass the POPAT on the first attempt.
- Basic Enforcement Training held a live exercise training on campus from 7:30 a.m. – 4:00 p.m. on Thursday, April 7, 2016.

# CURRICULUM STANDARD

*Effective Term*  
*Spring 2009*  
*[2009\*01]*

Curriculum Program Title	<b>Medical Office Administration</b>	Program Code	<b>A25310</b>
Concentration	<b>(not applicable)</b>	CIP Code	<b>51.0705</b>

## *Curriculum Description*

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

## *Curriculum Requirements\**

*[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

## *Major Hours*

[ref. 1D SBCCC 400.97 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### Medical Office Administration A25310

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b> <i>Courses required for the diploma are designated with *</i> <b>Required Courses:</b> * OST 148 Medical Coding Billing and Insurance 3 SHC * OST 149 Medical Legal Issues 3 SHC * OST 243 Medical Office Simulation 3 SHC  <b>Required Subject Areas:</b> <b>*Document Processing.</b> OST 164 Text Editing Applications 3 SHC <i>and one of the following</i> OST 134 Text Entry and Formatting 3 SHC <i>or</i> OST 136 Word Processing 3 SHC  <b>*Office Administration. Select one:</b> OST 181 Intro to Office Systems 3 SHC OST 281 Emerg Issues in Med Ofc 3 SHC OST 289 Administrative Office Mgt 3 SHC MED 130 Admin Office Procedures I 2 SHC  <b>*Computers/Information Systems.</b> <b>Set 1: Select one of the following:</b> OST 130 Comprehensive Keyboarding 3 SHC <i>or</i> OST 131 Keyboarding 2 SHC <i>or</i> OST 132 Keyboard Skill Building 2 SHC  <b>Set 2: Select one of the following:</b> CIS 110 Introduction to Computers 3 SHC <i>or</i> CIS 111 Basic PC Literacy 2 SHC <i>or</i> OST 137 Office Software Applications 3 SHC  <b>*Medical Terminology. Select one set:</b> MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terminology I-Medical Office 3 SHC OST 142 Medical Terminology II-Medical Office 3 SHC	<b>27-30 SHC</b>	<b>27-30 SHC</b>	

*Continued on next page*



<b>Medical Office Administration A25310 (continued)</b>			
<b>B. CONCENTRATION</b> (Not applicable)			
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, BAF, BIO, BUS, CIS, CRT, CSV, CTS, DBA, DEN, ECO, HEA, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, PBT, SPA, WBL and WEB</p> <p><i>Up to two semester hour credits may be selected from ACA.</i></p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, and RUS.</i></p>			

## **MCC Board of Trustees – April 13, 2016 Update from the Student Services Division**

### Highlights & Previews

- Student Services staff members visited East and West Montgomery high schools during Parent/Teacher Conferences March 10 to provide information about MCC programs.
- Beth Smith and Dr. Bledsoe attended the joint Instructional and Student Administrators conference March 14.
- MCC participated in the “Reality Store” event organized by the Montgomery County Community in Schools agency March 22.
- Enrollment and counseling staff attended presentations on online student support products geared toward enhancing student success.
- Several Student Services staff members attended the Legislative Brunch March 31.
- Counselor Natalie Winfree and High School Liaison attended a college day event at Uwharrie Charter Academy April 5.
- Graduation at Southern Correctional Institution is scheduled for Friday, May 13, at 1:15 p.m.

**Montgomery Community College**  
**Report to the Board of Trustees**  
**Continuing Education Department**  
**March, 2016**

**Occupational Extension:**

- *Apprenticeship Program*
  - First apprentice has completed the final Certified Production Technician assessment
    - Adolpho Munoz-Aldape, recent graduate from WMHS, current Electrical Systems Technology student, and apprentice at Jordan Lumber

**Small Business Center:**

- *New Director*
  - Jessica McDaniel started on April 4<sup>th</sup> as the Director of the Small Business Center. Jessica was co-owner of the Butter Bean Buffet in Midway and a coordinator for Continuing Education programs prior to joining MCC
- *Rural Economic Development Institute*
  - Staff attended the Rural Economic Development Institute March 22<sup>nd</sup> – 24<sup>th</sup>

**Customized Training Program:**

- *Regional Director's Meeting*
  - Andrew Gardner attended the Regional Director's Meeting
  - New Regional Director for the Sandhills Region: TJ Haynes (formerly from Fayetteville Tech)
- *Business Interviews*
  - Andrew Gardner interviewed five local businesses and will be working with the Star STEP committee to aggregate business needs interview data and design solutions

**Other:**

- *Professional Development*
  - Jonathan Thill co-hosted the Continuing Education Leadership Institute with System Office staff on March 21<sup>st</sup> and 22<sup>nd</sup>; he and other staff attended seminars on the development and delivery of Continuing Education programs and received policy updates from the System Office staff

**Legislative/Public Relations Committee  
Wednesday, April 13, 2016  
6:20 p.m.**

**Committee Members**

**Andrea Marshall, Chairman  
Paula Covington, Vice Chairman  
Claudia Bulthuis  
Gelynda Capel  
Johnny McKinnon**

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Legislative Update – Dr. Chad Bledsoe  
2016-2017 Legislative Priorities – Appendix AA**
- ❖ **Public Relations/Marketing Update – Michele Haywood –  
Appendix AB**
- ❖ **New Business**
- ❖ **Adjourn**

**INCREASE STUDENT ENROLLMENT & COMPLETION**

**Improve student completion rates by investing in student supports.**

**Problem:** Students who are not successful in college-level English and math courses are significantly less likely to complete a credential.

**Solution:** *No new appropriation needed.* Retain funding that would otherwise be cut because of FTE enrollment decline & reinvest those funds into locally determined student success strategies, such as tutoring labs, etc.

**Increase enrollment in key community college programs.**

**Problem:** Students and families are unaware of existing high tech and high paying job opportunities. Closing the Interest Gap by removing misconceptions about jobs in key industries, such as manufacturing, is essential.

**Solution:** Appropriate funds to promote career awareness through various media and user-friendly tools to provide labor market data to faculty, students, and families.

**Support development of competency-based education (CBE).**

**Problem:** One of the greatest limitations in education is not allowing students to progress once they have demonstrated mastery of specific knowledge and skills.

**Solution:** Develop a competency-based education (CBE) program and uniform system of granting credit for prior learning. These funds would continue the work already underway to develop models for scaling CBE programs system-wide.

**SUPPORT RECRUITMENT & RETENTION OF QUALITY FACULTY & STAFF**

**Problem:** NC average faculty salaries continue to rank well below other southeastern states.

**Solution:**

- Provide funds for an additional 2% salary increase for community college employees. These additional funds could be combined with the existing additional \$10 million appropriation already in the 2016-17 budget to give an overall 3% increase.
- Authorize colleges to use performance-based carryforward funds for employee bonuses.

**ADDRESS EQUIPMENT NEEDS**

**Problem:** To be ready for 21<sup>st</sup> century jobs, students must be trained on 21<sup>st</sup> century equipment.

**Solution:** Provide non-recurring funds for colleges to purchase equipment.

2016-17

\$26.2 million R

\$2 million R  
*(These funds would be matched by private funds.)*

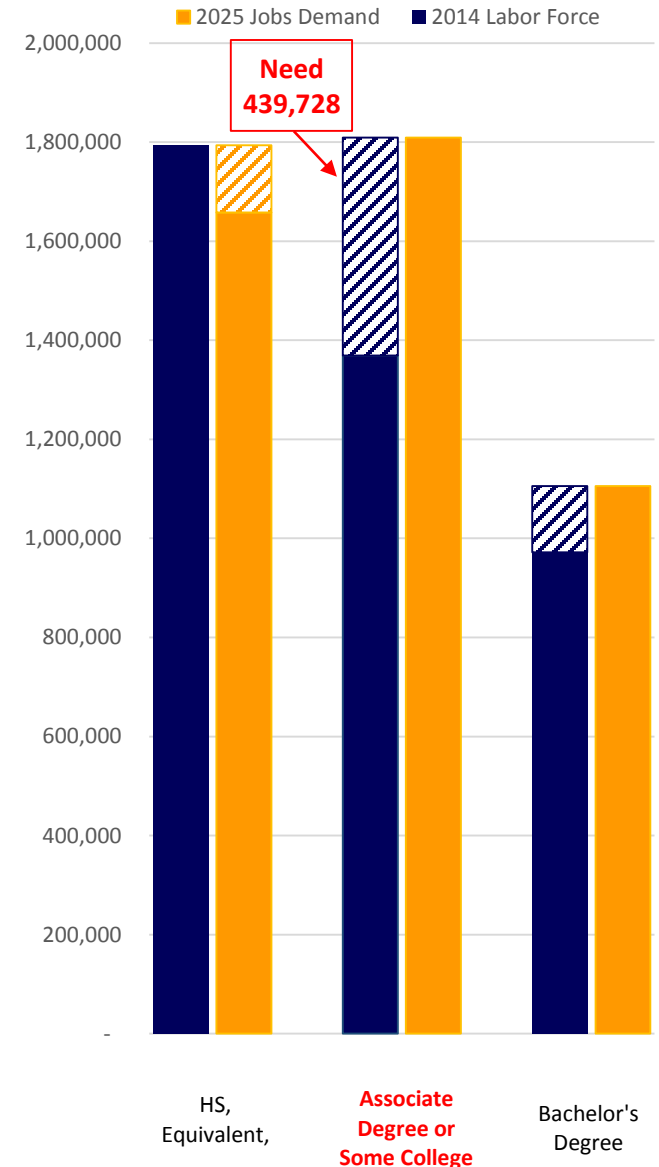
\$500,000 NR

\$24 million R

*Special provision*

\$15 million NR

**NC Current Worker Supply vs. Future Job Demand**



## Public Relations / Marketing Highlights March 2016

### Press Releases

Gardner-Webb Consortiums Signed  
MCC Decides on Use of Bond Funds

### Other Happenings

New digital sign for MCC

S.T.E.M. Week video rollout

New videos for MCC's website

### Facebook Top Posts for January

Total Likes 1,377 (Up 18 from February)

Page	Date	Post	Reach	Engagement	Talking About This
MCC	3/23/16	Called meeting of MCC Board of Trustees	1,600	361	30
MCC	3/3/16	Bigfoot visits Dixie Deer Classic	1600	125	62
MCC	3/16/16	Diversity Day photos	987	521	24
MCC	3/21/16	Thank you NC voters	867	139	66

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I know we all hear the occasional compliment about how great a place MCC is. I have the unique opportunity to interview students and graduates all the time and to hear what they say about us. I was compiling some of the comments for the videos I'm working on, and thought you might be uplifted to read some of these comments. I sent this list to all MCC employees via e-mail just before Easter, and wanted to share it with you as well. Enjoy!

- This is the place to be.
- You really get the tools and experience you need to succeed.
- The teachers are awesome. They help you. They go that extra mile and sometimes you need that.
- MCC is a great atmosphere. It's a wonderful learning atmosphere, a good environment. You won't find anyone who's going to help you anymore than you do here.
- Loved being a student here. Would recommend the campus to anyone. Love the campus, love the staff.
- One thing I like most about MCC is the instructors. I think they give a lot of help. They're always willing to help you if you need it.
- The instructors are very encouraging; if you need help they're right there beside you.
- I would highly recommend Montgomery Community College, for the respect we receive as a student. We're not just a number but a person.
- Montgomery Community College cares. It's a family. They know what's needed, and they don't mind making sure you have what you need.
- You can't compare MCC to other colleges. You have more one-on-one with the instructor. The instructors have so much experience.
- I graduated MCC on May 8, I went to work on that next Monday, on the 13th.

## **Public Relations / Marketing Highlights March 2016**

- Once you come to MCC, you'll feel the environment, you'll feel the difference, and you'll see the difference with your own eyes.
- The instructors here they foster a camaraderie, they're geared for your success.
- Trust and friendships - it was the best experience of my life. I loved it.
- My experience here at Montgomery Community College has been wonderful. There's nothing better than coming to college and the faculty knowing your name, knowing who you are and they're here to help you.
- You get a comfort level for when you do get out in the field and work to where you've pretty much been trained to do everything you're going to be faced with on the job.
- It's just a small community place and it's just been an awesome experience. The classmates, the camaraderie we have together, the teachers, they're excellent, and it's just been an overall wonderful experience.
- What stands out the most about the program is how much of a small almost family it is.
- One of the best things about the program would have to be the instructor. (Instructor) is one of the best teachers I've ever had. You can sit down with this man for any length of time and learn something.
- They remembered my name, and that was a big deal.
- What stands out to me the most is how dedicated the instructors are to the students.
- MCC is a wonderful place to learn. It feels like home. It's close and the instructors are always willing to help make you feel like you're doing the best you can and they want to give you the best they can.

**Institutional Status Committee  
Wednesday, April 13, 2016  
6:25 p.m.**

**Committee Members**

**Johnny McKinnon, Chairman  
Claudia Bulthuis, Vice Chairman  
Phil Absher  
Susan Eggleston  
Sam Martin**

**Agenda Items:**

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Update on RFP For Attorney Services – Dr. Chad Bledsoe**
- ❖ **Prospectus for Off Campus Sites – Information Only – Carol Holton**
- ❖ **New Business**
- ❖ **Adjourn**



Montgomery Community College  
SGA Report  
April 13, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- Spring Fling is scheduled for April 12!
- Minority Male Mentoring advisor, Crystal Thomas, will accompany two students to a “Student Empowering Event” at Central Piedmont Community College April 8.
- SGA members at Southern Correctional Institution will host their 3<sup>rd</sup> annual art show April 29.

**President's Report**  
**April 13, 2016**

**Activities since the March Board Meeting**

3/10/16	Employee Meeting
3/11/16	Contract Signing with Gardner-Webb University
3/14-15/16	NCACCIA Conference
3/16/16	NCACCP Meeting
3/17-18/16	State Board of Community College Meeting at MCC
3/21/16	Presentation at Mt. Gilead Lion's Club
3/23/16	Ethics Training
3/23/16	Called Building and Grounds Committee and Board of Trustees Meeting
3/28/16	Easter Holiday
3/31/16	Legislative Brunch at MCC
	Retirement Reception for Gay Roatch
4/1/16	Meeting with Dr. Bob Shackelford, Randolph CC
4/7/2016	Wingate University Presidential Inauguration
4/12/2016	Spring Fling
4/13/16	MCC Board of Trustees Meeting

**Upcoming Activities**

4/14/2016	Employee Meeting
4/15/16	MCC Foundation Golf Tournament
4/18/16	North Carolina Community College Leadership Program Graduation
4/20-22/16	NCACCT Law Seminar
5/6/16	Friends of the NRA Dinner
5/10/16	Practical Nursing Pinning Ceremony
5/11/16	Foundation Board of Directors Meeting
5/11/16	MCC Board of Trustees Meeting
	Graduation
5/13/16	Graduation at Southern Correctional Institute

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CST

HELLO DR. BLEASOE,

MY WONDERFUL VISIT TO MONTGOMERY COUNTY  
COMMUNITY COLLEGE WOULD NOT BE COMPLETE WITHOUT  
A NOTE OF SINCERE THANKS TO YOU AND YOUR  
TEAM FOR MAKING A GREAT VISIT POSSIBLE.

THE CAMPUS AND ITS PROGRAMS ARE REALLY  
SOMETHING TO BE PROUD OF... THANK YOU FOR SHARING  
IT WITH ME!

BEST REGARDS,

CLARK TRIMM / STATE SENATOR

**Dr. Breeden Blackwell**  
DIRECTOR OF GOVERNMENT  
RELATIONS

bblackwell@capefearvalley.com



1638 OWEN DRIVE  
FAYETTEVILLE NC 28304  
PO BOX 2000 28302-2000  
TEL 910.615.5130  
CELL 910.633.1470  
FAX 910.615.6160  
www.capefearvalley.com

3-21-16

Chad:  
Just a note to say a BTB Thank-  
you to you and your entire  
staff for hosting the BOT &  
the NCCS! Everything was  
perfect!

Please share my comments  
w/ all your staff! Sincerely,  
Breeden Blackwell

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Bill McBrayer  
Member, State Board of  
Community Colleges

P: 828-397-4661

C: 828-850-9362

stateboard@nccommunitycolleges.edu COLLEGES

State Board of Community Colleges  
5001 Mail Service Center, Raleigh, NC 27699-5001  
www.nccommunitycolleges.edu

*I want to thank you and your staff  
for hosting the State Board. Everyone and  
everything was top shelf! Thank you for  
the transport to and from Dr. Blackwell's.  
A great time was had by all. |*

*Charles Stein*  
*(CSM)*

3/23/2016

Montgomery Community College Mail - Many thanks



Bledsoe, Chad &lt;bledsoec@montgomery.edu&gt;

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## Many thanks

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Linda Weiner &lt;weinerl@ncccommunitycolleges.edu&gt;

Mon, Mar 21, 2016 at 12:31 PM

To: Chad Bledsoe &lt;bledsoec@montgomery.edu&gt;, "Ervin, Korrie" &lt;ervink@montgomery.edu&gt;

Dr. Bledsoe and Korrie,

Compliments to you and your entire team on an amazing job of hosting the State Board. You set a new standard for both hospitality and responsiveness! Every time anyone mentioned a need, you all had it fulfilled almost before the words were out of our mouths!

And all of the events, logistics, etc. were simply grand. We also greatly appreciate all the time your trustees spent with us.

We can't thank you enough, and I hope you will send along my most sincere gratitude to your team. From the moment I made my first stop to chat with the gentleman in the parking lot until I walked out of the door following the tour of the pottery program, you all exceeded expectations.

I felt like a queen!

Thank you for all the gracious hospitality and for all you do every day for your students, your community and our System.

Best,  
Linda

Linda H. Weiner  
Vice President, Engagement and Strategic Innovation  
NC Community Colleges  
O: 919.807.7146  
C: 919.806.6902  
F: 919.807.7165  
Address: 200 W. Jones Street, Raleigh, NC 27603-1379  
Mailing Address: 5001 Mail Service Center, Raleigh, NC 27699-5001

[NCCCS, One Team with One Voice... Serving All 58.]

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13K

**Bledsoe, Chad <bledsoec@montgomery.edu>**

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## Thank you

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**Bryan Jenkins <jenkinsb@nccommunitycolleges.edu>**

Mon, Mar 21, 2016 at 3:00 PM

To: Chad Bledsoe &lt;bledsoec@montgomery.edu&gt;

Cc: "ervink@montgomery.edu" &lt;ervink@montgomery.edu&gt;, Sondra Jarvis &lt;jarviss@nccommunitycolleges.edu&gt;

Mr. President -

I this e-mail finds you well, enjoying a productive Monday. I'd like to extend a personal thank you to you and your team for such a warm welcome and hospitable environment last week. Planning a meeting offers many unique challenges and opportunities. Planning an offsite meeting is a near impossibility without help from the host site and I must say that your team was incredible in that regard. Korrie was professional and accommodating and I can never repay my debt to her for her support and help. Likewise, Gay and the other members of your team were always at the ready to help regardless of need. There are simply too many folks to list, I apologize for failing to do so. However, I think the picture is clear ..... your team was exceptional. In short, I tip my hat to them all. Their dedication and assistance was impressive and I am forever appreciative. And I offer a special thank you to you, sir, for opening the doors of your college to us and serving as a most gracious host. I hope that someday I can return the generosity and warmth.

Best,

Bryan

Bryan W. Jenkins, CPA  
Executive Director of Accountability and State Board Affairs  
North Carolina Community College System  
200 West Jones Street  
Raleigh, NC 27603-1379  
Phone: 919.807.7147  
Fax: 919.807.7164  
jenkinsb@nccommunitycolleges.edu<mailto:jenkinsb@nccommunitycolleges.edu>

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[NCCCS, One Team with One Voice... Serving All 58.]

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## **Board of Trustees Calendar of Events**

### **2016**

<b>April 12, 2016</b>	<b>11:00 a.m.</b>	<b>Spring Fling</b>
<b>April 13, 2016</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>April 13, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 15, 2016</b>		<b>Statements of Economic Interest (SEI) Due</b>
<b>April 15, 2016</b>		<b>MCC Foundation Golf Tournament</b>
<b>April 20-22, 2016</b>		<b>NCACCT Law/Legislative Seminar, Raleigh</b>
<b>May 11, 2016</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 11, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>May 11, 2016</b>	<b>7:00 p.m.</b>	<b>Graduation</b>
<b>June 8, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 10, 2016</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 10, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 14, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 7-9, 2016</b>		<b>NCACCT Leadership Seminar, Charlotte</b>
<b>September 23, 2016</b>	<b>6:00 p.m.</b>	<b>MCC Foundation Raffle</b>
<b>October 12, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 9, 2016</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 9, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>