



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 898-9600 · Toll Free (877) 572-6222

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, October 11, 2017 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 – Mike Thompson, Senior Forestry Instructor

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

Standing Committees

*** Budget & Finance Committee**

September Local, State, and Institutional Funds Financial Reports – **Appendix C– Action**

August Foundation Fund Statements – **Appendix D**

In-Kind Transfer – **Appendix E – Action**

Grants Update – **Appendix F**

Foundation Update – **Lynn Epps**

*** Building & Grounds Committee**

Facilities Report – **Appendix H**

Incident Report – **Appendix I**

Construction Update and Building Projects Timeline – **Appendix J**

Amended 3-1 Form – Building 100 – **Appendix J-1 – Action**

*** Personnel Committee**

Personnel Appointments

Practical Nursing Instructor – **Appendix L**

NC Works Career Development Consultant – **Appendix M**

New Position Recommendations

Program Facilitator of Short Term Gunsmithing Courses – **Appendix O – Action**

Associate Degree in Nursing Instructor – **Appendix O-1 – Action**

Christmas Break – **Appendix P – Action**

* **Curriculum/Student Services Committee**

Update from Vice President of Instruction

Instruction – **Appendix R**

Continuing Education – **Appendix S**

Class Visitation Report – **Appendix T**

Update from Vice President of Student Services - **Appendix U**

* **Legislative/Public Relations Committee**

Legislative Update – Dr. Chad Bledsoe

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

* **Institutional Status Committee**

SACSCOC On-Site Visit Draft Schedule – **Appendix Y**

2017-2018 Institutional Effectiveness Plan – Can be viewed by going to
<https://www.montgomery.edu/pdf/mcc/ieplan17-18.pdf>

* **SGA Report - Appendix Z**

* **President's Report – Dr. Chad Bledsoe – Appendix AA**

* **Chairman's Report - Claudia Bulhuis**

50th Anniversary Celebrations

Calendar of Events – **Appendix AB**

* **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, September 13, 2017

Call to Order

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

Present

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

Gordon Knowles
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Absent

Matthew Monroe,
SGA Preident

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Tracey Wyrick, Dean of Public Services/Criminal Justice Department Chair; Julie Buchikos, Director of Foundational Studies; Donna Harwood, Nursing Assistant Coordinator; Danny Johnson, Evening Custodian; Larson Scott, Student Ambassador; Maegan Archer, Student Ambassador; and Yaribet Mendoza, Student Ambassador.

Welcome

Mrs. Bulthuis welcomed all in attendance including Tracey Wyrick, Dean of Public Services/Criminal Justice Department Chair; Julie Buchikos, Director of Foundational Studies; Donna Harwood, Nursing Assistant Coordinator; Danny Johnson, Evening Custodian; Larson Scott, Student Ambassador; Maegan Archer, Student Ambassador; and Yaribet Mendoza, Student Ambassador.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the September 13, 2017 Board of Trustees meeting. The motion carried.

Board of Ethics

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

No conflicts were presented.

Board Presentation – Tracey Wyrick, Dean of Public Services/Criminal Justice Department Chair

The September Board presentation was given by Tracey Wyrick, Dean of Public Services/Criminal Justice Department Chair.

Approval of August Board and Committee Minutes – Appendix A - Action

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

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chairman

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

- The committee reviewed the August Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2-1 report showing the 2017-2018 State and Local Budgets. The committee approved and Mrs. Eggleston made a motion to approve the 2-1 report. Coming from committee, this required no second. The motion carried.
- The committee received the Foundation Fund Statement for July.
- The committee reviewed the In-Kind Transfer Report. The committee approved and Mrs. Eggleston made a motion to approve the In-Kind Transfer report. Coming from committee, this required no second. During discussion Mr. Martin commented positively on the recent bell dedication ceremony. The motion carried.
- The committee received a foundation and grants update.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed a facilities and incident reports.
- The committee received an update on construction projects.

- The committee reviewed the Campus Security Report. The committee approved and Mr. Knowles made a motion to approve the Campus Security Report as a matter of information. Coming from committee, this required no second. 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 new employees Julie Buchikos, Director of Foundational Studies; Donna Harwood, Nursing Assistant Coordinator and Danny Johnson, Evening Custodian.

Curriculum/Student Services Committee – Sam Martin, Chairman

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

- The committee received updates regarding Instruction, Continuing Education, and Student Services.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

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

- The committee received a legislative update from Dr. Bledsoe.
- The committee received a public information update.

Institutional Status Committee – Johnny McKinnon, Chairman

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

- The committee received the results from the employee survey.
- The committee received the 2016-2017 Strategic Plan Activities. Mrs. Bulthuis commented on how extensive this report is and shows how much is going on at MCC.

SGA Report – Appendix AB – Beth Smith

In the absence of Matthew Monroe, SGA President, Beth Smith presented Appendix AB, the SGA report. Student Ambassadors, Maegan Archer, Larson Scott and Yaribet Mendoza, were introduced.

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

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

- Dr. Bledsoe reported that the State funds allowed colleges to give each full time employee a \$1,000 raise. All full time employees received three bonus days. County

employees also received a \$1,000 raise. The state allowed additional funds for merit raises. These additional funds were used to bring salaries to in line with the salary scale and with the market.

- Dr. Bledsoe gave an update on the lockdown situation that occurred on campus recently. He commended the employees and law enforcement for their quick action in the situation.
- Dr. Bledsoe, Mrs. Buchikos, Dorothy Key and Mr. Vang met and the college will begin offering classes to the Hmong community.

Chairman's Report – Claudia Bulthuis, Chairman

50th Birthday Party Report/Letter from David Bland

Mrs. Bulthuis commented on the recent 50th celebrations. She presented a letter from Dr. Bland, first president of Montgomery Community College.

Calendar of Events – Appendix AD

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

- Mrs. Bulthuis commented on the recent Legislative seminar recently attended by several trustees.
- Foundation Raffle/Gala will be September 23, 2017.
- Graduation will be May 9, 2018.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the September Board meeting. The motion carried at 7:42 p.m.

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, September 13, 2017 at 5:32 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Approval of August Committee Minutes – Appendix B

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the August Budget and Finance Committee minutes. The motion carried.

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

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

Mrs. McBride reported the following:

- As of August 31, 2017, County fund expenditures of \$123,064, 16% of the budget.
- The entire year's local budget amounts to \$768,000.
- Longevity payments are annual payments due on the employee's anniversary date.
- There were \$151,011 available for Capital Expenditures.
- State budget has been posted totaling \$6,989, 332, in addition to \$348,000 which was carried over from last year's budget.
- As of August 31, 2017, state funds expenditures were \$1,343,601, 18% of the budget.
- As of August 31, 2017, the Institutional Fund balance was \$656,535.
- As of August 31, 2017, the balance in the STIF account was \$188,840.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the August Local, State and Institutional Funds Financial Reports. The motion carried.

Approval of 2-1 – 2017-2018 State and Local Budgets – Appendix D – Action

Mrs. McBride reported that the state budget totals \$6,989,332 which does not include the money carried over from the 2016-2017 state budget. County budget totals \$768,000. Institutional Budget totaled \$1,698,986. The total funds allocated to the college total \$9,456,318.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the 2-1, 2017-2018 State and Local Budgets. The motion carried.

July Foundation Fund Statement – Appendix E

Mrs. Epps presented Appendix E, the July Foundation Fund Statement. The total funds held by the Foundation are \$3,369,214.84.

In-Kind Transfer – Appendix F – Action

Mrs. Epps presented Appendix F, the In-Kind Transfer Report. The report includes the donation of the commemorative bell donated by Arron and Gelynda Capel.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the in-kind donation transfer. The motion carried.

Grants Update – Appendix G

Mrs. Epps presented Appendix G, the grants update. She noted that the letter of interest submitted to Duke Energy was accepted and the college was invited to complete a formal application.

The American Welding Society grant is due in October.

The college will be applying for two NRA grants.

Foundation Update – Lynn Epps

There are \$4,500 that have been raised as sponsors for the 50th Anniversary Gala. 100 tickets have been sold so far. Silent auction items are needed for the event.

There being no further business, the meeting adjourned at 5:43 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 5:43 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes – Appendix H

Mr. Martin made a motion, seconded by Mrs. Bulthuis, to approve the August Building and Grounds Committee minutes. The motion carried.

Facilities Report – Appendix I

Mrs. McBride presented Appendix I, the facilities report.

Incident Report – Appendix J

Mrs. McBride presented Appendix J, the incident report.

Construction Update and Building Projects Timeline – Appendix K

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

Campus Security Report – Appendix L – Action

Mrs. McBride presented Appendix L, the Campus Security Report. She noted that this report is required for annual review and will be available on the college's website.

Mrs. Capel made a motion, seconded by Dr. McKinnon, to approve the Campus Security Report as a matter of information. The motion carried.

There being no further business, the meeting adjourned at 5:52 p.m.

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 5:52 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes

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

Personnel Appointments

Director of Foundational Studies – Appendix N
Practical Nursing Instructor – Appendix O
Nursing Assistant Coordinator – Appendix P
Evening Custodian – Appendix Q

Mrs. Capel reported that new employees will be introduced during the Board meeting.

There being no further business, the meeting adjourned at 5:53 p.m.

Curriculum/Student Services Committee Minutes

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 5:53 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Susan Hershberger
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes

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

Update from Vice President of Instruction

**Instruction – Appendix S
Continuing Education – Appendix T**

Mr. Proctor gave an update on instructional activities as presented in Appendix S and continuing education activities as presented in Appendix T.

Update from Vice President of Student Services – Appendix U

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

There being no further business, the meeting adjourned at 6:10 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 6:10 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
Susan Hershberger
Gordon Knowles
Samuel Martin
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes

Mrs. Bulthuis made a motion, seconded by Mr. Price, to approve the August Legislative and Public Relations Committee minutes. The motion carried.

Legislative Update – Dr. Chad Bledsoe

General Provisions – Appendix W

FTE Reporting Accountability – Appendix X

Dr. Bledsoe presented Appendix W. a recommended update to the State Board Code regarding General Provisions relating to tuition waivers.

Dr. Bledsoe presented Appendix X, a recommended update to the State Board Code regarding FTE Reporting Accountability.

Public Relations/Marketing Update – Michele Haywood – Appendix Y

Mrs. Haywood presented Appendix Y, the Public Relations/Marketing Update.

There being no further business, the meeting adjourned at 6:18 p.m.

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 6:18 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Employee Survey Results – Appendix Z

Mrs. Holton presented Appendix Z, the results of the annual employee survey. She noted that a copy of the entire survey is available for the Board to review. The President's Cabinet discussed the results of the employee survey and developed four goals to work on over the next year. The survey and actions being taken by Cabinet have been shared with employees.

2016-2017 Strategic Plan Activities – Appendix AA

Mrs. Holton presented Appendix AA, 2016-2017 Strategic Plan Activities. She noted this report shows all of the activities that support the Five Year (2014-2019) Strategic Plan.

The meeting adjourned at 6:25 p.m.

**Budget & Finance Committee
Wednesday, October 11, 2017
5:30 p.m.**

Committee Members

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

Agenda Items

- ❖ Call to Order – Susan Eggleston, Chairman**
- ❖ Approval of September Committee Minutes – Appendix B – Action**
- ❖ September Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ August Foundation Fund Statements – Appendix D**
- ❖ In-Kind Transfer – Appendix E – Action**
- ❖ Grants Update – Appendix F**
- ❖ Foundation Update – Lynn Epps**
- ❖ 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, September 13, 2017 at 5:32 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Approval of August Committee Minutes – Appendix B

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the August Budget and Finance Committee minutes. The motion carried.

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

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

Mrs. McBride reported the following:

- As of August 31, 2017, County fund expenditures of \$123,064, 16% of the budget.
- The entire year's local budget amounts to \$768,000.
- Longevity payments are annual payments due on the employee's anniversary date.
- There were \$151,011 available for Capital Expenditures.
- State budget has been posted totaling \$6,989, 332, in addition to \$348,000 which was carried over from last year's budget.
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- As of August 31, 2017, the Institutional Fund balance was \$656,535.
- As of August 31, 2017, the balance in the STIF account was \$188,840.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the August Local, State and Institutional Funds Financial Reports. The motion carried.

Approval of 2-1 – 2017-2018 State and Local Budgets – Appendix D – Action

Mrs. McBride reported that the state budget totals \$6,989,332 which does not include the money carried over from the 2016-2017 state budget. County budget totals \$768,000. Institutional Budget totaled \$1,698,986. The total funds allocated to the college total \$9,456,318.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the 2-1, 2017-2018 State and Local Budgets. The motion carried.

July Foundation Fund Statement – Appendix E

Mrs. Epps presented Appendix E, the July Foundation Fund Statement. The total funds held by the Foundation are \$3,369,214.84.

In-Kind Transfer – Appendix F – Action

Mrs. Epps presented Appendix F, the In-Kind Transfer Report. The report includes the donation of the commemorative bell donated by Arron and Gelynda Capel.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the in-kind donation transfer. The motion carried.

Grants Update – Appendix G

Mrs. Epps presented Appendix G, the grants update. She noted that the letter of interest submitted to Duke Energy was accepted and the college was invited to complete a formal application.

The American Welding Society grant is due in October.

The college will be applying for two NRA grants.

Foundation Update – Lynn Epps

There are \$4,500 that have been raised as sponsors for the 50th Anniversary Gala. 100 tickets have been sold so far. Silent auction items are needed for the event.

There being no further business, the meeting adjourned at 5:43 p.m.

**Montgomery Community College
County Funds - Board Report for September 2017**

Appendix C

County Funds - September 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	1,500	4,500	25%
514000	FT Svc/Maint/Skilled Craft	155,401	13,181	36,772	118,629	24%
514050	Supvr Svc/Maint/Skilled Craft	82,211	6,923	20,696	61,515	25%
518100	Social Security	18,705	1,533	4,545	14,160	24%
518200	Retirement	41,064	3,444	10,205	30,859	25%
518300	Medical Insurance	47,173	4,294	10,951	36,222	23%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	15,000	838	2,513	12,487	17%
519120	Lawns and Grounds Service	482	-	-	482	0%
519110	Pest Control Svcs Agreement	1,000	-	250	750	25%
521000	Custodial Supplies	17,000	3,408	6,391	10,609	38%
522000	Maintenance Supplies	26,500	2,204	7,216	19,284	27%
524000	Repair Supplies	15,500	391	816	14,684	5%
525000	Gas/Travel/Reimbursement	6,000	343	576	5,424	10%
531110	In-State Ground	300	-	-	300	0%
531140	In-State Lodging	600	-	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Regisistration Fees	900	-	105	795	12%
532200	Telephone	16,800	1,224	3,545	13,255	21%
533100	Heat	17,327	235	1,160	16,167	7%
533200	Water	11,500	34	2,278	9,222	20%
533300	Electricity	188,000	19,704	56,073	131,927	30%
533400	Garbage/Sewage Disposal	6,485	989	2,833	3,652	44%
535100	Equipment Repair	1,800	-	80	1,720	4%
535200	Repairs to Facilities	15,500	1,098	8,936	6,564	58%
535400	Service Contracts	19,000	276	2,451	16,549	13%
539200	PR-President's Office	600	-	77	523	13%
539500	Other Current Expense	8,000	32	63	7,937	1%
543000	Lease/Rental Other Equipment	2,500	383	767	1,733	31%
545000	Property Insurance	13,007	-	-	13,007	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	-	-	5,486	0%
545201	Workers Comp	11,125	-	-	11,125	0%
545301	Life Insurance	1,992	163	485	1,507	24%
545302	EAP Program Expense	1,683	140	421	1,262	25%
546100	Membership & Dues	1,000	-	-	1,000	0%
555200	Minor Equipment High	7,500	-	-	7,500	0%
Total Current Expense		768,000	61,334	184,398	583,602	24%

**Montgomery Community College
County Funds - Board Report for September 2017**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's July 2017 Report	\$ 396,748
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	58,049
Add: FY18 Property Tax Allocation from County Report	11,499
Total Revenue	524,964
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$55.6K), Biscoe Ctr Rent (\$8K)	(63,620)
Sub-total Life-to-date Revenues less Submitted Projects	(6,071)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 9-30-17	\$ 168,929

**Montgomery Community College
State Funds - Board Report for September 2017**

Appendix C

State Funds - September 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100	President	139,254	11,605	34,814	104,441	25%
511200	FT Senior Administrator	238,968	19,914	59,742	179,226	25%
511300	FT Professional Staff	1,010,489	80,760	246,499	763,990	24%
511310	PT Professional Staff	100,814	4,246	10,247	90,567	10%
511340	30 Hour Professional St	72,772	-	-	72,772	0%
512000	FT Support	60,780	5,065	15,195	45,585	25%
512010	PT Support	30,160	2,902	8,302	21,858	28%
512040	30 Hour Support	28,608	2,384	7,152	21,456	25%
513000	FT Faculty	1,826,088	155,603	429,573	1,396,515	24%
513010	PT Faculty	717,056	42,396	111,588	605,468	16%
513030	PT Teaching Assistant	15,000	1,413	3,538	11,463	24%
513040	30 Hour Faculty	32,706	2,726	8,114	24,593	25%
515000	FT Technical/Paraprofessional	402,657	33,687	94,160	308,497	23%
515010	PT Technical/Paraprofessional	79,592	7,624	21,049	58,543	26%
518100	Social Security	348,129	26,833	76,963	271,167	22%
518200	Retirement	646,372	54,599	160,787	485,585	25%
518300	Medical Insurance	434,709	34,761	101,897	332,812	23%
518500	Unemployment Comp	1,000	-	-	1,000	0%
1 518700	Longevity Payments	190	2,617	20,160	(19,970)	0%
519000	Legal Services	1,200	-	-	1,200	0%
519020	Sys Implementation/Inte	12,000	-	-	12,000	0%
519040	Administrative Services	5,099	99	129	4,970	3%
519140	WAN Support Services	30,000	-	30,000	-	100%
519144	Managed Server Support	12,800	-	-	12,800	0%
519200	Other Contractual	5,000	2,350	2,350	2,650	47%
519400	Contracted Instruction	50,138	3,007	10,773	39,365	21%
519401	Online Tutoring-Contrac	5,522	-	-	5,522	0%
519700	Personal Svcs - 3rd Party	15,760	-	-	15,760	0%
523XXX	Copies & Instructional Supplies	141,281	24,374	38,095	103,186	27%
527000	Other Supplies	47,652	4,126	14,102	33,550	30%
527005	Tires & Oil Changes	1,600	-	-	1,600	0%
531110	In-State Ground Transportation	19,511	1,443	2,427	17,084	12%
531140	In-State Lodging	19,209	815	1,957	17,252	10%
531150	In-State Meals	5,539	273	504	5,035	9%
531210	Out-of-State Ground Transportation	1,500	-	-	1,500	0%
531220	Out-of-State Air Transportation	3,450	-	607	2,843	18%
531240	Out-of-State Lodging	7,929	289	289	7,640	4%
531250	Out-of-State Meals	1,850	-	-	1,850	0%
531410	Board/non-emp Transport	206	206	206	0	100%
531420	Board Expense - Subsistence	2,294	461	1,288	1,006	56%
531500	Registration Fees	29,568	3,385	7,720	21,848	26%
532100	Postage	8,257	508	755	7,502	9%
532700	Software Subscriptions	12,185	377	1,045	11,140	9%
532310	Telecmn Data Charge-WAN	66	-	-	66	0%
535100	Equipment Repair	14,940	3,373	4,015	10,925	27%
535400	Service Contracts	325	-	-	325	0%

Montgomery Community College
State Funds - Board Report for September 2017

Appendix C

State Funds - September 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535430 Maint Agreement-Equipment	6,150	-	2,357	3,793	38%
535450 Maint Agreement-NonWAN - Curr	38,220	-	20,334	17,886	53%
535494 Maint. Agree.-Server-Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	2,600	-	-	2,600	0%
537000 Advertising	57,679	1,146	4,425	53,254	8%
537100 Advertise Vacant Positions	12,000	1,075	3,153	8,847	26%
539400 Magazine/Newspaper Subscriptions	3,750	307	307	3,443	8%
539500 Other Current Expense	2,831	-	-	2,831	0%
539520 Electronic Processing	12,000	-	-	12,000	0%
539700 Childcare - 530 Purpose	22,683	881	881	21,802	4%
542403 Rental/Lease Servers	3,840	320	960	2,880	25%
544000 NonWAN Data Process Software	400	-	-	400	0%
544010 Software License Renewal	25,154	-	-	25,154	0%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,090	-	880	17,210	5%
546200 Accreditation Ex	9,090	-	550	8,540	6%
548000 NEIT	1,576	-	-	1,576	0%
555100 Minor Equip Low Risk <\$5K	4,618	-	4,618	(0)	100%
555200 Minor Equip High Risk	2,264	1,275	1,275	990	56%
Total Current Expense	6,876,547	539,225	1,574,737	5,301,810	23%
553000 Educational Equipment	549,914	-	309,036	240,878	56%
555100 Minor Equipment Low Risk	10,000	(593)	(1,508)	11,508	
555200 Minor Equip High Risk	35,128	12,089	12,089	23,039	34%
556100 Books	15,985	-	(32)	16,017	0%
Total Capital Expense	611,027	11,496	319,585	291,442	52%
Total Expenses	7,487,574	550,721	1,894,322	5,593,252	25%

1 Longevity to be funded in November.

Montgomery Community College
Institutional Funds - Board Report for September 2017

Institutional Funds - September 2017		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
	01-121 Pell Overpayments	-	-	-	-	-
	01-128 Veterans Reporting Fee	-	25	-	25	777
	01-132 Overhead Receipts 75%	78	283	99	711	12,393
	01-133 Current General & Misc	179	179	534	509	56,915
1	01-134 Admin Support	104	2,478	1,643	3,993	(2,350)
	01-135 Overhead Receipts 25%	26	-	33	-	7,508
2	01-142 Textbook Rental	-	12,090	966	21,066	(10,508)
	01-222 Forestry Program	-	-	-	-	10,045
	01-291 Specific Fees: Medical	210	-	255	-	2,876
	01-291 Specific Fees: Electron	175	-	250	-	2,360
	01-291 Specific Fees: Gunsmith	2,250	3,938	6,120	6,217	42,027
	01-291 Specific Fees: Phlebotomy	-	-	-	-	300
	01-291 Specific Fees: Taxiderm	15	1,172	595	1,172	12,989
	01-291 Specific Fees - LP	1,150	-	1,800	-	7,955
	01-291 Specific Fees: Dental	1,020	190	1,615	190	5,253
	01-291 Specific Fees: NET/TEAS	-	-	-	-	3,914
	01-291 Specific Fees: HVAC	125	-	125	-	125
	01-294 Live Projects: Taxiderm	-	-	-	-	349
	01-314 Scrap Metal Fund HVAC	-	-	-	-	558
	01-315 Self Supporting	4,585	2,962	21,916	11,797	53,947
	01-331 Community Service	-	-	-	-	4,275
	01-352 Career Readiness	345	-	345	184	2,049
	01-363 Small Business Center	-	855	373	1,037	6,609
	01-391 Specific Fees: Occ. Ext	648	773	2,645	1,665	63,778
	01-394 Horticulture: Live Proj	-	-	-	-	878
	01-621 Operational Funds	-	2,471	386	24,360	36,604
	01-622 Sales Tax Utilization	9,720	3,338	79,620	65,618	14,003
	01-715 Vending	418	980	1,053	1,053	-
	01-810 Temp Loan	-	-	-	-	200
	02-131 College Work Study	712	712	1,302	1,302	-
	02-228 Self Supp. Curriculum	-	81	-	2,307	24,879
	02-229 Distance Learning	-	-	21	-	-
	02-237 Perkins Prof Dev	-	-	-	-	-
	02-238 Perkins Prof Develop	-	-	-	-	-
	02-241 Perkins Automation Soft	-	-	-	-	-
	02-292 Tech Fee-Curr	4,194	1,197	8,150	8,160	113,098
	02-383 Fire Training Center Gr	-	-	(426)	3,122	7,262
	02-384 Lead the Way Grant	-	-	-	-	-
	02-392 Tech Fee: Con Ed	-	-	5	-	1,958
3	02-425 NCWorks Grant Adult Services	3,609	4,820	8,797	13,617	(4,820)
3	02-427 NCWorks Grant Dislocated Worker	953	1,308	2,683	3,990	(1,308)
4	02-429 Vo-Ed PT Curr Support	-	840	-	2,520	(2,520)
4	02-511 Voc-Ed Counseling	-	1,352	-	4,057	(4,057)
4	02-512 Voc-Ed Tutor Funds	-	86	-	86	(86)
	02-823 FSEOG	-	-	-	-	-
5	02-824 Pell Grant	523,054	523,054	523,054	523,054	(1,070)
6	02-831 Educ. Lottery Schol.	11,417	13,030	11,417	13,030	(1,613)
	02-833 Golden LEAF	(4)	-	-	-	-

**Montgomery Community College
Institutional Funds - Board Report for September 2017**

Institutional Funds - September 2017		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
02-835	NC Comm Coll Grt	28,780	27,899	28,780	27,899	1,948
02-836	High Demand/Low Enrol	1,100	1,100	1,100	1,100	-
7	02-837 MCC Foundation Scholar	-	76,583	-	76,583	(75,694)
02-838	Wells Fargo Scholarship	-	-	-	-	-
02-839	Less Than Half-time	1,300	90	1,300	90	1,210
02-842	SGA President Scholar	750	750	750	750	-
02-845	SECU Scholarships	5,000	5,000	5,000	5,000	-
05-227	Daycare Center	-	-	-	-	-
05-715	Vending	740	418	1,649	2,493	10,783
05-716	Bookstore Vending	5,184	-	5,184	-	83,407
05-720	Bookstore	-	-	120	-	-
05-721	General Store	3,196	1,756	6,516	2,916	5,165
05-740	Parking Fee	1,085	-	2,055	-	36,193
05-770	Stud Govt Assoc	7,043	7,175	12,871	8,365	28,937
05-771	Graduation Fund	15	73	150	73	1,975
05-774	Stud. Amabassador	784	-	1,446	-	27,490
07-918	Capital Projects	-	-	-	-	-
07-924	Duke Energy Grant	-	-	-	-	-
07-925	Bond-Workplace Dev Renovation	-	-	-	-	-
07-925	Bond-Bldg 200 HVAC Replacement	19,350	19,350	54,050	54,050	-
07-925	Bond-Bldg 200 Interior	55,415	55,415	55,415	55,415	-
09-772	Club Accounts	-	-	-	-	51,191
8	09-773 Agency Fund	-	-	-	-	(20,666)
9	09-775 Funds for Others	-	-	-	-	(972)
09-776	Restricted Schol Held	-	-	-	-	732
09-777	Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	694,724	773,824	851,759	949,576	619,250

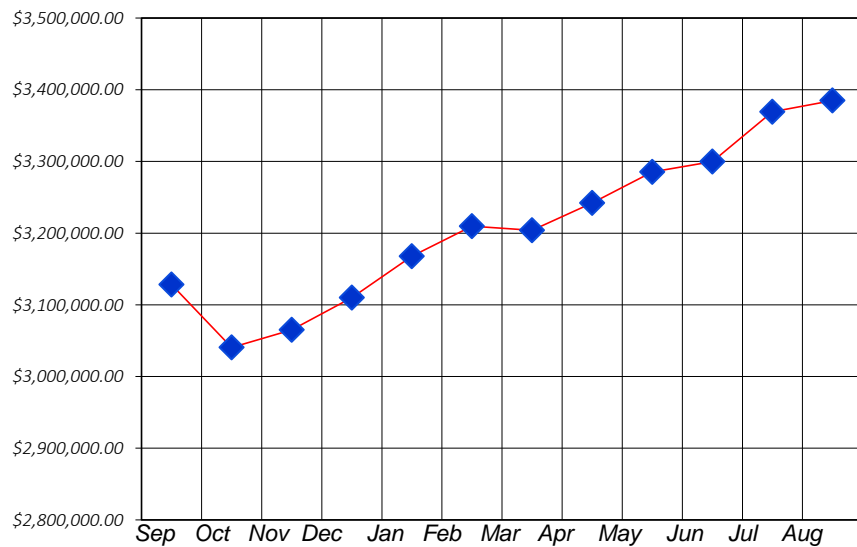
STIF Account as of 09/30/17		Interest	Interest	Prior Y.E.	Current
		This Period	This Year	Balance	Balance
01-621	Operational Funds	41	127	42,650	42,777
02-229	Distance Learning	10	31	10,310	10,341
02-292	Technology Fees	73	225	75,725	75,950
05-720	Bookstore	58	178	59,777	59,955
Total	Institutional Funds: State Treasury	182	561	188,462	189,023

- 1 Due from State
- 2 CCP/Early College Textbooks Rental (Due from MCS)
- 3 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed
- 4 PERKINS Due from Randolph CC
- 5 PELL Adjustment
- 6 Due from State Education Lottery Scholarships
- 7 Due from Foundation
- 8 Financial Aid Charges for Books
- 9 Flexible Spending Account

Montgomery Community College Foundation Funds Statement FY 2017-2018

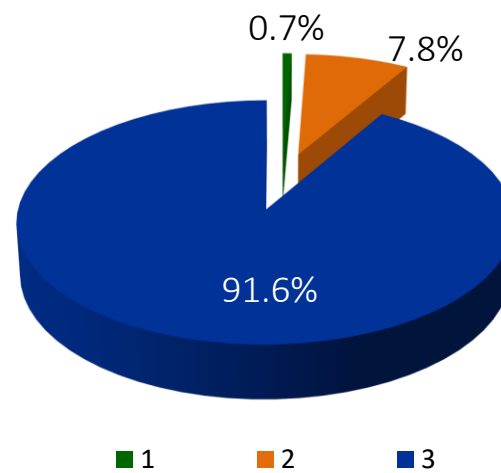
	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of August 2017			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54	\$3,081,170.08	\$246,288.59	\$41,756.17	\$3,369,214.84
Receipts								
Interest/Dividends	\$8,955.98	\$509.44	\$0.91	\$9,466.33	\$4,418.35	\$261.13	\$0.42	\$4,679.90
Deposits	\$6,253.60	\$26,586.35	\$30,374.82	\$63,214.77	\$3,203.60	\$24,073.15	\$10,918.73	\$38,195.48
Total Receipts	\$15,209.58	\$27,095.79	\$30,375.73	\$72,681.10	\$7,621.95	\$24,334.28	\$10,919.15	\$42,875.38
Disbursements								
Fees/Withdrawals	\$3,631.03	\$8,774.41	\$35,330.02	\$47,735.46	\$1,862.57	\$7,988.56	\$29,766.82	\$39,617.95
Total Disbursements	\$3,631.03	\$8,774.41	\$35,330.02	\$47,735.46	\$1,862.57	\$7,988.56	\$29,766.82	\$39,617.95
Market Value Net Change	\$60,298.39	\$0.00	\$0.00	\$60,298.39	\$12,427.30	\$0.00	\$0.00	\$12,427.30
Ending Value	\$3,099,356.76	\$262,634.31	\$22,908.50	\$3,384,899.57	\$3,099,356.76	\$262,634.31	\$22,908.50	\$3,384,899.57
Net Change	\$71,876.94	\$18,321.38	(\$4,954.29)	\$85,244.03	\$18,186.68	\$16,345.72	(\$18,847.67)	\$15,684.73

Foundation Funds Value



Sep 2016 - Aug 2017

Foundation Funds Distribution



In-Kind Donation Transfers
October 2017
Foundation Office

Approximate Value	Item	Transfer To
\$3,000.00	<ol style="list-style-type: none">1. Thermopride Oil Furnace Model # OHFA072048 Serial # B129274432. Side Wall3. Power Vent Kit4. Genisys Contractor Tool <p>Donated by NC Petroleum & Convenience Marketers</p>	Montgomery Community College
\$3,000.00	TOTAL	

Grants Applied or in Process

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Duke Energy	Duke Energy Community College Apprenticeship Grant Program	The program is open to community colleges throughout the state for registered apprenticeship and pre-apprenticeship programs designed for new and incumbent workers, preferably within the manufacturing industry, giving students hands-on experience and giving businesses access to a pipeline of skilled workers.	1 Year	\$200,000	Letter of Inquiry submitted 6/29/17 Email dated 8/22/17 to with application to apply. Due date of September 22, 2017 Submitted 9/20/17
American Welding Society	AWS Foundation Welder Workforce Grant	Expand current welding classes to 3 additional day classes by adding a part-time qualified instructor	1 Year	\$25,000	Application deadline is 10/2/17 Submitted 10/2/17
NRA Foundation	Get Outdoors Program - by MCC Taxidermy Department	The Get Outdoors Program will promote and educate youth in such areas as gun/firearms safety, shooting sports, hunting, hunter safety, animal and plant identification, proper field dressing, eating wild game, and basic wilderness survival through a strong partnership between our Taxidermy, Gunsmithing, Forestry and Hunting & Shooting Sports Management Departments at MCC.	1 Year	Supplies & Materials	Application Deadline is October 3, 2017 Submitted 9/27/17
NRA Foundation	Scholarships for Montgomery Community College Gunsmithing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$4,000 - Eastern \$4,000 - Western	Application Deadline is October 3, 2017 Submitted 9/28/17
NC Community College System Office	NC Drone Academy	To grow our program to the degree that it could be a resource for all other community colleges.	1 Year	\$131,000	Application Deadline is October 3, 2017 Submitted 10/3/17

Grants Awarded

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$400,000		Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16 Project End Date Extended to 6/30/2017 Grants Management Workshop 6/27/16 Extension Letter sent 6/29/16 Approval of Extension 7/1/16 Approval of remodel of Gunsmithing, Bladesmithing and WoodWorking 2/20/17 Deadline for update PMP & est. construction cost 3/15/17 Updated PMP & supporting documents sent 6/8/17 Approval given to spend 7/24/17
NCDHHS-The NC Problem Gambling Program	College Mini Grant- Suggests a three-pronged approach to problem gambling. 1. Outreach 2. Policy 3. Screening	Partnering with the Criminal Justice Club and the Human Service Club, club activates will include an awareness campaign during Spooktacular event. PSA will be included in our weekly YourSpace publication. Small giveaways will be given away to those who complete a survey during Spring Fling. The survey will gauge interest in a Guest Speaker. A table with NC Problem Gambling Program information will be set up during Spring Fling or other events.	1 year Can be renewed yearly	\$5,000		6/28/17 Application sent 6/29/17 Approval through email
Regional Partnership Workforce Development Board / NC Department of Commerce	Workforce Innovation & Opportunity Act (WIOA) Adult & Dislocated Worker Programs AND NCWorks Career Center Operators	To ensure that Workforce Innovation and Opportunity Act (WIOA) consumers have a current and readily available list of training providers that are reflective to the local workforce labor market so that they can make informed decisions relevant to training opportunities available and to ensure provider performance and continuous improvement.	1 Year	\$139,727		March 17, 2017 Bidders Conference, Asheboro 4/3/17 application sent June 15, 2017 Awarded July 1, 2017 Grant Begins

Building & Grounds Committee
Wednesday, October 11, 2017
5:45 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix G – Action**
- ❖ **Facilities Report - Appendix H**
- ❖ **Incident Report - Appendix I**
- ❖ **Construction Update and Building Projects Timeline – Appendix J**
- ❖ **Amended 3-1 – Building 100 – Appendix J-1 – 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, September 13, 2017 at 5:43 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes – Appendix H

Mr. Martin made a motion, seconded by Mrs. Bulthuis, to approve the August Building and Grounds Committee minutes. The motion carried.

Facilities Report – Appendix I

Mrs. McBride presented Appendix I, the facilities report.

Incident Report – Appendix J

Mrs. McBride presented Appendix J, the incident report.

Construction Update and Building Projects Timeline – Appendix K

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

Campus Security Report – Appendix L – Action

Mrs. McBride presented Appendix L, the Campus Security Report. She noted that this report is required for annual review and will be available on the college's website.

Mrs. Capel made a motion, seconded by Dr. McKinnon, to approve the Campus Security Report as a matter of information. The motion carried.

There being no further business, the meeting adjourned at 5:52 p.m.

Board Report

Facilities

October 2017

Prepared By: Wanda Frick

The Workforce Development Center is in the final stages of completion with Data lines/ports being installed. A small amount of other items will be checked off within 2-3 weeks.



A new hot water heater has been installed in Building 300. The prior wall-mounted unit had begun leaking and intermediately heating. Maintenance staff had to re-plumb the lines for the new unit to be compatible.



Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Investigation of disturbance	9/12/2017/2:30 pm	9/12/2017/2:30 pm	Main Parking Lot

Montgomery Community College Construction Update October 2017

- Building 200 HVAC Replacement – Construction blueprints (100% complete) received. The project will be advertised for bids upon approval from State Construction Office. The projected date for release from SCO is 10/10.
- Center for Workforce Development – The renovation is approximately 90 % complete with walls constructed, painted, doors installed & stained. The data ports are currently being installed and configured and an additional receptionist counter is being installed.
- Building 100 Renovation, HVAC and Roof Replacement – Currently in design phase

Montgomery Community College
Building Project Timeline

Project Name	Projected Cost	2016			
		September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00	(3-1)	State Board	Design	Constr Bid
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board		
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	State Board	Design Phase
Entrance Sign Renovation	\$ -			Construction	
Industrial Maintenance Building	\$ 1,000,000.00				
Building 500 Roof	\$ 40,000.00				
Building 500 Renovation	\$ 25,000.00				
Building 500 HVAC	\$ 75,000.00				
Building 200 Painting/Carpet/Construction	\$ 125,000.00				
Building 300 HVAC	\$ 75,000.00				
Building 100 Renovation	\$ -				
Roof Replacement	\$ 300,000.00				
HVAC Replacement	\$ 205,000.00				
Interior Renovation	\$ 2,500,000.00				
Building 100 Entrance	\$ 500,000.00				
Total Cost	\$ 6,225,000.00				

Project Name	Projected Cost	2017											
		January	February	March	April	May	June	July	August	September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00		Construction	Complete									
Building 200 HVAC Replacement	\$ 1,000,000.00	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase				SCO plan approval	Construction Bid	Construction		
Center for Workforce Development (Outpost)	\$ 180,000.00	Design Phase	Construction Bid (Rejected 3/1)	Modify Scope	Construction Bid (Re-bid)	Construction							
Entrance Sign Renovation	\$ -	Complete											
Industrial Maintenance Building	\$ 1,000,000.00												
Building 500 Roof	\$ 40,000.00												
Building 500 Renovation	\$ 25,000.00												
Building 500 HVAC	\$ 75,000.00												
Building 200 Painting/Carpet/Construction	\$ 125,000.00	(3-1)	State Board	Construction Bid	Construction	(Phase II)	Complete						
Building 300 HVAC	\$ 75,000.00												
Building 100 Renovation	\$ -												
Roof Replacement	\$ 300,000.00												
HVAC Replacement	\$ 205,000.00	(3-1)	State Board	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase					Construction Bid	Contractor Approved SCO
Interior Renovation	\$ 2,500,000.00												
Building 100 Entrance	\$ 500,000.00												
Total Cost	\$ 6,225,000.00												

Project Name	Projected Cost	2018											
		January	February	March	April	May	June	July	August	September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00												
Building 200 HVAC Replacement	\$ 1,000,000.00												
Center for Workforce Development (Outpost)	\$ 180,000.00												
Entrance Sign Renovation	\$ -												
Industrial Maintenance Building	\$ 1,000,000.00			(3-1)	State Board	Design				Construction			Complete
Building 500 Roof	\$ 40,000.00	(3-1)	State Board	Construction Bid	Construction		Complete						
Building 500 Renovation	\$ 25,000.00	(3-1)	State Board	Bids	Construction		Complete						
Building 500 HVAC	\$ 75,000.00	(3-1)	State Board	Bids	Construction		Complete						
Building 200 Painting/Carpet/Construction	\$ 125,000.00												
Building 300 HVAC	\$ 75,000.00	(3-1)	State Board	Bids	Construction		Complete						
Building 100 Renovation	\$ -												
Roof Replacement	\$ 300,000.00												
HVAC Replacement	\$ 205,000.00											Complete	
Interior Renovation	\$ 2,500,000.00												
Building 100 Entrance	\$ 500,000.00												
Total Cost	\$ 6,225,000.00												

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAPITAL IMPROVEMENT PROJECT

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

College Montgomery Community College

Project Name Building 100 – Interior Renovations,
HVAC & Roof NCCCS Project No. 2278

I. TYPE OF PROJECT:

- | | | |
|---|--|---|
| <input type="checkbox"/> New Facility | <input checked="" type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input checked="" type="checkbox"/> Renovation of Existing Facility | <input checked="" type="checkbox"/> HVAC | <input type="checkbox"/> Property Purchase (Land) |
| <input type="checkbox"/> Addition to Existing Facility | <input type="checkbox"/> Life Safety | <input type="checkbox"/> Facility Purchase |

II. DESCRIPTION OF PROJECT:

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

Building 100 renovations to include:

- Interior renovations per plans and specifications from Architectural Designer.
- Roof replacement per specifications.
- HVAC upgrades per plans and specifications from Architectural Designer.

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

To establish a New Project

- Submit the NCCCS 3-1 identified as a “**New Project**” for State Board approval
 - The “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
 - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.”
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations , or funds borrowed from a financial institution, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.

To Amend a Project

To receive approval for a **funding increase/decrease**

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

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

Project Close Out

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

NOTE: “**Amended Project**” and “**Final - Project Close Out**” 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other “**Amended Project**” and “**Final - Project Close Out**” submissions.

Page 5, Section VI

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

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

Page 6. NCCCS 3-1 Attachment

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

NOTE: County signatures are not required on “**Amended Project**” or “**Final - Project Close Out**” 3-1’s unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Property (Land) (Include total acreage) _____
- 2. Site Grading and Improvements (not in III B) _____

Subtotal "A" _____

B. CONSTRUCTION

- 1. General Contract \$3,016,100.00
- 2. Other Contracts _____
- Subtotal Contracts..... _____

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

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

- 5. Other Fees _____

Subtotal Fees _____

Subtotal "B" \$3,645,000.00

C. OTHER COST

- 1. Initial Equipment (not in III B)..... _____
- 2. Miscellaneous(specify) _____
- 3. Worked Performed by Owner _____

Subtotal "C" _____

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

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriation..... _____
- 2. Duly Authorized Bonds - County... _____
- 3. Donations..... _____
- 4. Federal Funds..... _____
- 5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) _____

Subtotal "A" _____

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

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... \$400,000.00

E. STATE ALLOCATION

- 1. Budget Code 46620 \$3,245,000.00

- 2. Budget Code _____

- 3. Budget Code _____

Subtotal "E" \$3,645,000.00

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

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

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$3,645,000.00 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 10/11/17

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

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.

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

Chairman - Board of Trustees

President

Personnel Committee
Wednesday, October 11, 2017
6:00 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix K – Action**
- ❖ **Personnel Appointments**
 - Practical Nursing Instructor – Appendix L**
 - NC Works Career Development Consultant – Appendix M**
- ❖ **New Position Recommendations**
 - Program Facilitator of Short Term Gunsmithing Courses – Appendix O – Action**
 - Associate Degree in Nursing Instructor – Appendix O-1 – Action**
- ❖ **Christmas Break – Appendix P – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 5:52 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes

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

Personnel Appointments

Director of Foundational Studies – Appendix N
Practical Nursing Instructor – Appendix O
Nursing Assistant Coordinator – Appendix P
Evening Custodian – Appendix Q

Mrs. Capel reported that new employees will be introduced during the Board meeting.

There being no further business, the meeting adjourned at 5:53 p.m.

Personnel Appointment

Name of Person	Allison Burns
Present Address	1176 Winfield Rd Polkton, NC 28135
Position	Nursing Faculty
Position Category	Full time
Salary	\$ 48,000 - 9 month position
Effective Date of Employment	8-9-17
Budget Information	

Position Description:

Education and Certifications

School/Certification	Years Attended	Degree
Chamberlain College Nursing	2/16	BSN
Horry-Georgetown Tech College	5/08	ADN
UNC-Wilmington	Currently enrolled MSN Program	

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	August 2014 - Present	Nursing Assistant Instructor
Carolinas Healthcare Anson	2/09 - Present	Staff Nurse ED/med-surg
Grand Strand Medical	5/08 - 2/09	ICU Staff Nurse

Professional Participation/Honors:

Hiring Committee

Person	Position
Tracey Wynick	Dean Health + Public Services
Lee Proctor	Vice President of Instruction
Beth Smith	Vice President of Student Services
Pam Raffaldt	Nursing Faculty
Mindy Joyner	Biology Instructor

Wendy Vaughn Director of Nursing

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Russell Ingram Jr.
Present Address	820 Eagles Nest Dr. Sanford, NC 27332
Position	NC Works Career Development Consultant
Position Category	Coordinator
Salary	\$40,000 Per Year
Effective Date of Employment	10/9/17
Budget Information	NCWorks grant funded position

Position Description:

Under the direction of the Dean of Continuing Education, this position is responsible for interviewing clients and identifying barriers to employment, determining training needs, developing action plans, providing employment counseling, assisting with job placement, monitoring progress, and reporting. Work generally requires the employee to determine if customers should be enrolled in the WIOA program based on suitability for performance standards, and if so, determine what level of service is needed and to deny or discontinue any level of service based on federal and local guidelines. Guides may include federal, state and local statutes, policy and procedural manuals and guidebooks.

Education and Certifications

School/Certification	Years Attended	Degree
Richmond Senior High School	1998-2001	High School Diploma
Livingstone College	2001-2008 (Includes military service time)	B.A Sociology

Work Experience

Employer	Dates of Employment	Position/Title
Resource MFG	2015- 2017	Site Performance Manager
General Management Solutions, Inc.,	2013-2015	Employment Specialist/Job Developer
Central Carolina Community College	2009-2013	WIA Youth Program Coordinator

Professional Participation/Honors:

NCETA (Former Board Member)/ North Carolina Employment & Training Association ,SETA / South Eastern Employment and Training Association, NAWDP/ National Association of Workforce Development Professionals ,Harnett County United PALS (Former Board Member),Former Chatham County CTE Member ,Kappa Kappa Psi Fraternity, Inc., North Carolina State Fireman's Association, United States Army Transportation Operator (Reserves)

Hiring Committee

Person	Position
Jonathan Thill	Dean of Continuing Education
Jessica McDaniel	Director, Small Business Center
Tonya Luck	Accountant
Amy Frieary	Human Services Faculty
Kathy Tarlton	Compliance Officer, Regional Workforce Development Board

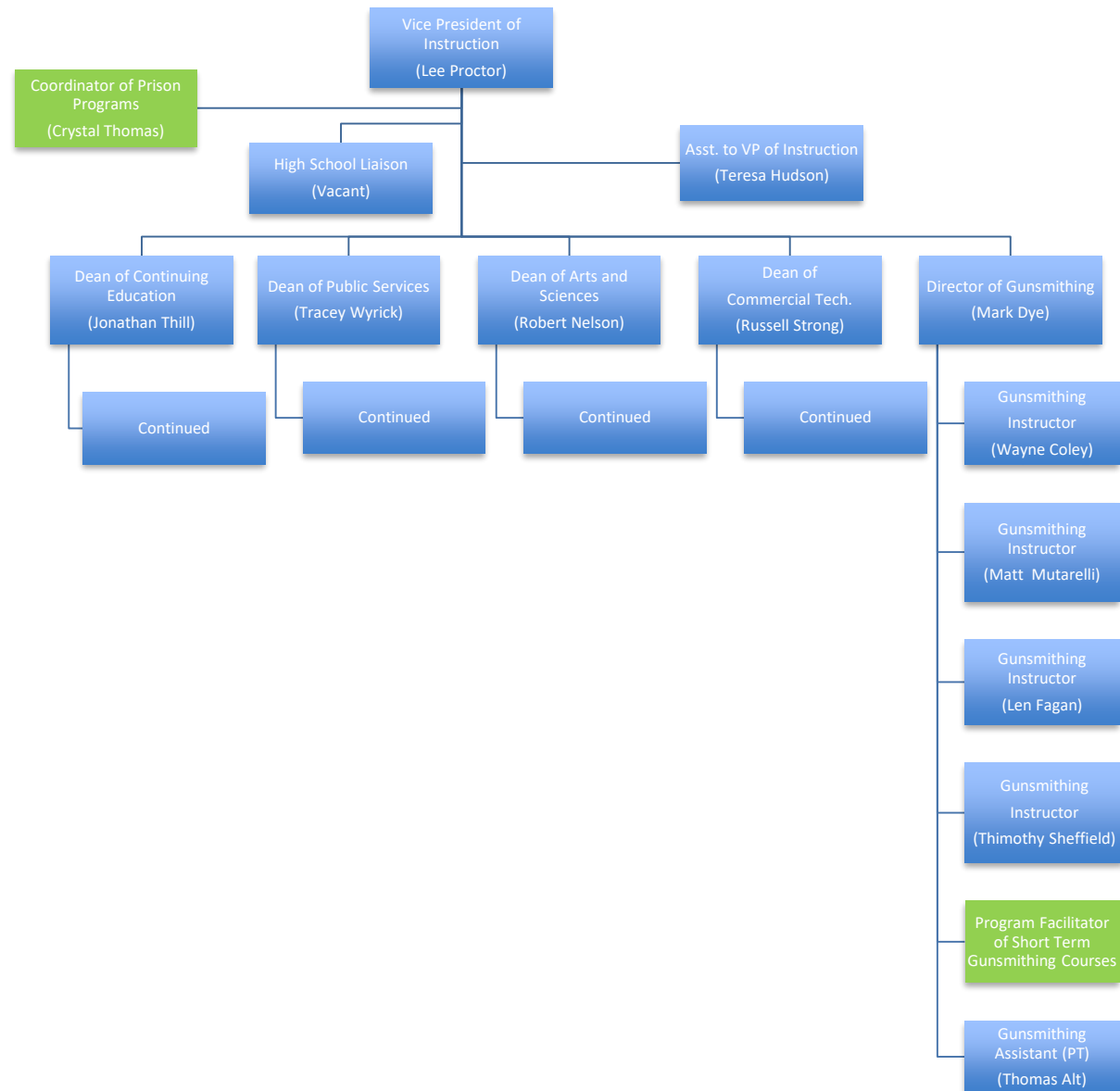
Appointment Recommendation and Approval

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

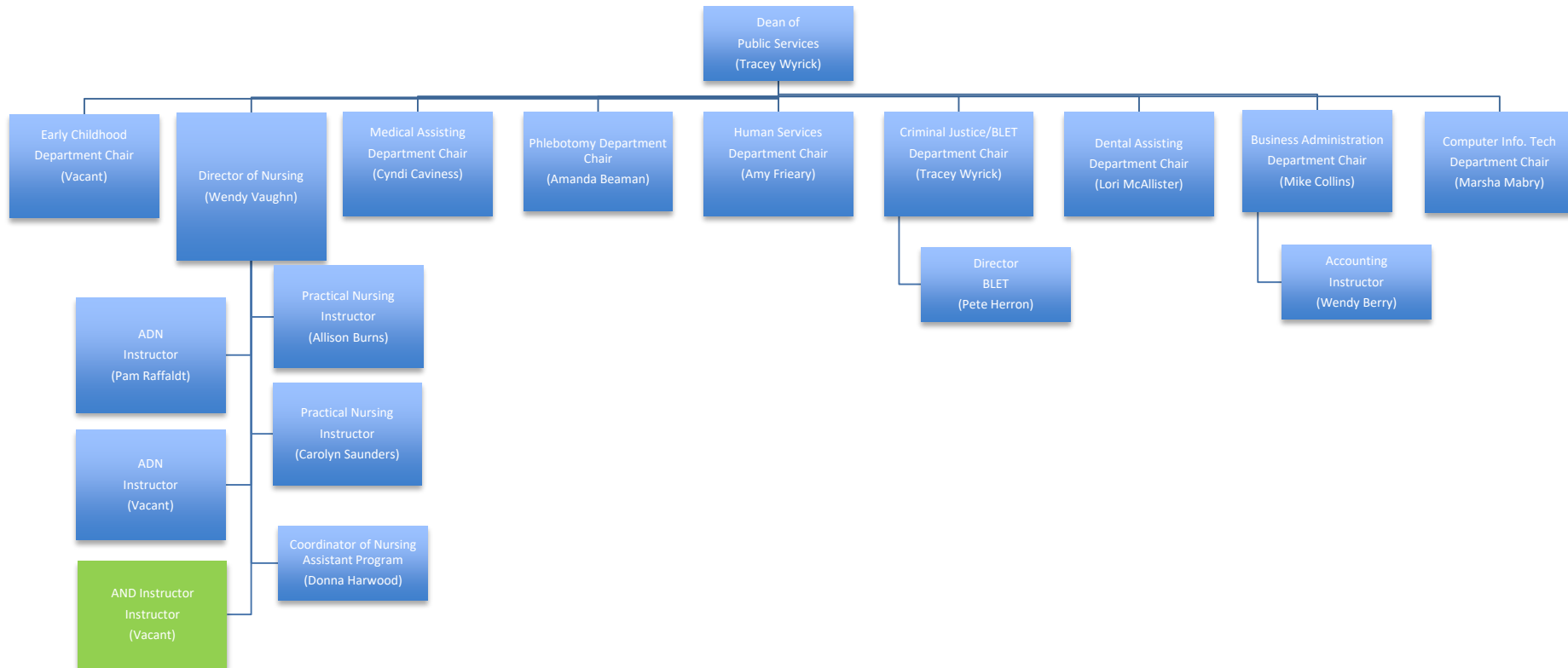


Chad A. Bledsoe
President

Instruction



Instruction (Public Services)





MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Dr. Chad A. Bledsoe, President

DATE: October 4, 2017

SUBJECT: Christmas Break

The last day of classes for Fall Semester is Monday, December 18, 2017. Montgomery Community College will officially close to the public at 5:00 p.m., Tuesday, December 19, 2017 for Christmas break.

The college will be closed for the Christmas holidays December 25, 26 and 27. Employees will be given the option to work or use annual leave to take December 20-22 off.

The college will be closed December 29 and January 1 for the New Year's holidays. The Board of Trustees is being asked to excuse December 28 a day of operation, allowing full closure of the college the week of December 25 – December 29 for all employees.

The college will reopen Tuesday, January 2, 2018.

Your consideration of this request is greatly appreciated.

Curriculum and Student Services Committee
Wednesday, October 11, 2017
6:05 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix Q – Action**
- ❖ **Update from Vice President of Instruction**
 - Instruction – Appendix R**
 - Continuing Education – Appendix S**
 - Class Visitation Report – Appendix T**
- ❖ **Update from Vice President of Student Services – Appendix U**
- ❖ **New Business**
- ❖ **Adjourn**

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 5:53 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Susan Hershberger
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes

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

Update from Vice President of Instruction

**Instruction – Appendix S
Continuing Education – Appendix T**

Mr. Proctor gave an update on instructional activities as presented in Appendix S and continuing education activities as presented in Appendix T.

Update from Vice President of Student Services – Appendix U

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

There being no further business, the meeting adjourned at 6:10 p.m.

Board Report
Vice President of Instruction
October, 2017

Program News

The North Carolina Board of Nursing will be on Campus November 8, 2017 for a site visit for the new Associate Degree in Nursing program. Wendy Vaughn is continuing to work with the BON consultant to answer all of the board's questions and concerns prior to the visit.

Our first A.A.S. Information Technology (IT) students graduated in May 2017. There were only three of them, but they all found employment in the IT field within 90 days of graduating. Attached is a PDF copy of a graphic similar to the one we posted on social media to promote the program.

The Forestry Club is participating in the Woodsman Meet at the Cradle of the Forestry in Pisgah National Forest October 6 – 8. The club is looking forward to competing with other programs. Mike Thompson, Instructor in Forestry announced that the Mid-Atlantic Woodsmen Meet will be the weekend of April 7, 2018 at Montgomery Community College. In anticipation of hosting the meet in the Forestry outdoor classroom, Art Furr and the alternative power class this summer completed installing solar panels that will allow for power at the meet.

The Gunsmithing program visited the Ruger Plant in Mayodan, NC on September 22, 2017. Thirty-three students and instructors toured the plant and had an opportunity to see the manufacturing process. Faculty and students were impressed with operation, but the plant has limited employment opportunities for graduates (one former student was employed at the plant).

Professional Development

Tracey Wyrick, Dean of Public Safety, will be participating in the year-long North Carolina Community College Leadership Program for 2017-18. The programs will provide him an opportunity to work with faculty and staff from the community colleges and the system office to further develop his leadership skills and understanding of the North Carolina Community College System.

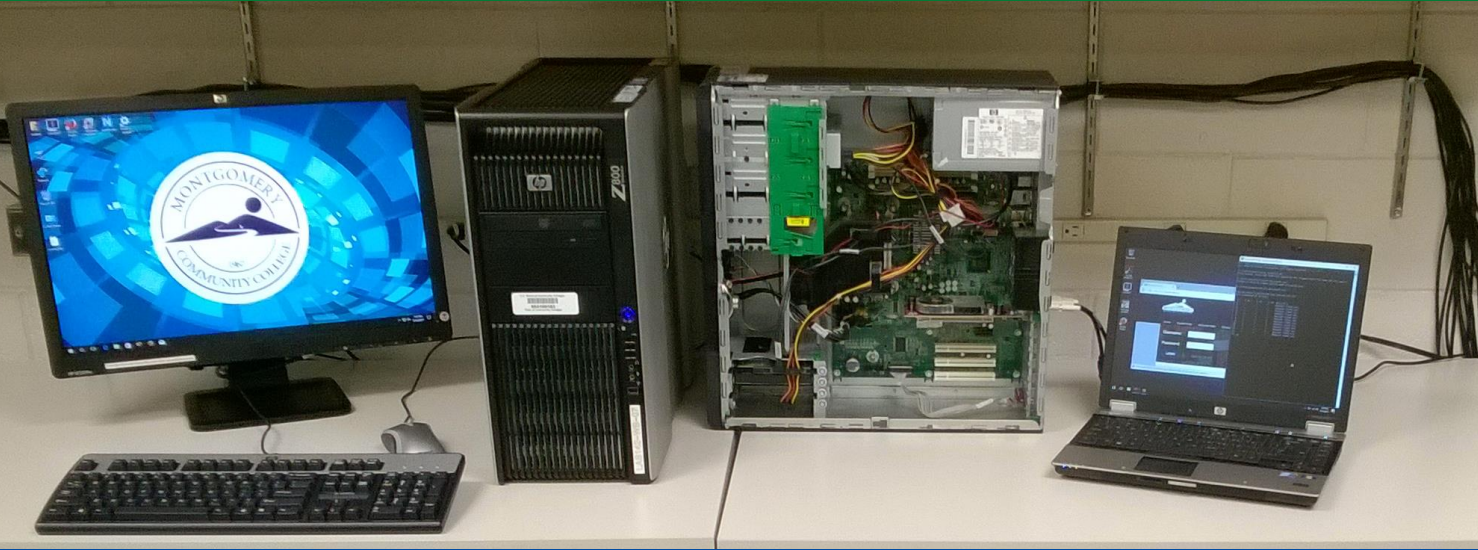
Several faculty in the industrial programs are taking advantage of continuing education opportunities at the College. Faculty are enrolled in bladesmithing, Computer Aided Drafting, and other programs to improve their skills and to share these skills with their students.

Montgomery Community College's Human Services Technology program will be hosting this year's NCOHS (North Carolina Organization for Human Services) conference on Friday, November 3 from 8am - 3:30pm. Faculty and students from Human Services programs across the state will be attending.



2017 IT GRADUATES

EMPLOYED WITHIN 90 DAYS AFTER GRADUATING

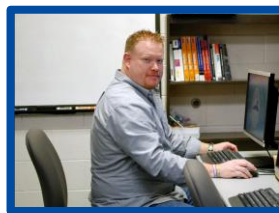


CAREER CHANGE YIELDS \$22,000 ANNUAL PAY INCREASE. A HOBBY BECOMES A FULFILLING JOB.



MATTHEW DEHART

I am a Technology Technician with Montgomery County Schools. I work at East Middle and East Montgomery High. Starting pay for my new position was over \$32,000 annually and includes a full benefits package including several insurances, retirement, and 401(k).



DAVID DENNIS

I work in IT Support at the Belk Corporate Office in Charlotte. My new position pays \$50,000 annually (an increase of \$22,000 annually over my former job). I have a full benefits package including stock option matching, several insurances, 401(k), and quarterly bonus opportunities.



TAYLOR SARKIS

I became the Webmaster at MCC before graduating. After graduation, I was also hired to assist with IT Help Desk duties. I have begun completing contract work for several clients. It has been very rewarding turning my former hobby into an enjoyable job.

Apply for admission today. Your exciting new career awaits!
Questions? Contact Marsha at mabrym@montgomery.edu or 910-898-9714.

**Montgomery Community College
Report to the Board of Trustees
Continuing Education Department
October, 2017**

Heritage Crafts

- **Pottery:**
 - 12 attendees to Working Artist Wednesday with Nikki Mizak, Sept. 20th
 - Next WAW is scheduled for October 4th, 12-4pm with up and coming potter Mark Arnold. See his work here: www.markarnoldceramics.com
 - Presented free pottery demonstrations at the Uwharrie Outdoor Festival to help bring awareness to our Heritage Crafts classes.
 - Produced 50 "MCC 50th Anniversary" Logo mugs at the Foundation Gala, Sept. 23rd, 2017, raising \$700 (so far) towards our Foundation funding which supports free programming such as Working Artist Wednesday and scholarships for our OE and Self Support pottery classes and workshops
 - Produced and presented donor gift item for Wells Fargo at Foundation Gala
- **Metal working:**
 - First OE Knifemaking class began 9/25/2017 with 8 enrolled students
 - Successful "Advanced fixed blade workshop" with Ed Vanhoy and 7 students Sept.21-24
- **Personal Interest/ Self Support Classes**
 - Art Club Class kicked off on Sept. 19th with 9 students, 3 of which are new students to MCC
 - New "Echo 11" fitness class designed by Tammy Owens which will incorporate 11 different fitness strategies into one class running for 11 session

Small Business Center:

- **Seminars/Workshops/Events**
 - SBC participated in a NC Rural Center Star STEP (Small Towns for Economic Prosperity) Event with The STARt Up Team at the first Hot Glass Cold Beer event at STARworks in September 14 to promote the microenterprise loan program and STEP initiative for potential and current small business owners in the downtown Star area. Turnout was extremely low. Mark Scott with Market Montgomery is working to promote the event via the newspaper, and news channels in conjunction with the next Hot Glass Cold Beer event in hopes of a better turnout next month on October 12.
 - The Business of Beer at STARworks on 9/21 was a great success! With over 20 registered attendees, there was a great turnout and a request for more related workshops in the future
- **Counseling/Success Stories/Impact**
 - Ribbon cutting and grand opening for Client Elevate Ballet Company that has opened in Biscoe in the Wal-mart Shopping Center. They have tripled their expected enrollment since opening date and are receiving ongoing counseling and assistance from the SBC
- **SBC Conferences/Events**
 - Attending National Association for Community College Entrepreneurship (NACCE) Conference 10/8-10/11 in Tampa. Very excited to be attending as a PFEP (Presidents for Entrepreneurship Pledge) NACCE College this year

Business and Industry Training Program:

- **Apprenticeship Montgomery**
 - Hosted Manufacturing Day Wednesday, October 4th at Montgomery Community College. The event was put on to raise awareness about opportunities in manufacturing and help recruit candidates for the Apprenticeship Montgomery program. Over 600 hundred students were in attendance. In addition to the students we had Governor Roy Cooper stop by.
- **Customized Training**
 - Delivered training to the following companies during the month of September: Wet Dog Glass and McRae Industries. Established training with the following companies for the month of October: L'Gael Manufacturing, McRae Industries, Perdue, Jordan Lumber, and Arauco.

Foundational Studies:

- College Prep Courses
 - Working closely with BLET program to teach test-taking strategies to all students and tutor poor test-takers on an as-needed basis. Will speak to whole class again in March prior to taking final exams.
- HSE/ AHS Classes
 - Working with MCC instructors to work together to create “survey” courses for students to earn elective credits and build relationships with college level instruction/ instructors.
 - Averaging 2-3 walk-ins per week. Had three walk -ins on September 26, 2017 alone. Two returning and one new student (word of mouth referral).
- ESL
 - Just started an evening course (Oct 2) at the Biscoe Center M/W evenings 6-8:30pm to support the need for an evening course.
 - Director will teach Citizenship course 30 minutes each ESL course to support growing need/want for instruction.
 - Mr. Vang, Hmong elder, visited MCC with two high school aged students. Currently planning a social event with MCC information in Mt. Gilead, or here at MCC to inform adults about our course offerings.
- Career Pathways
 - Met with Jesse Tall at Eckerd Camp. Long term plans to create career pathways and support their youth/adults with HSE/AHS courses and certification programs of study.
 - Director and staff attended Career Development Facilitator training to support this area of focus and work more closely with NC Works/ WIOA.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Jonathan Thill, Dean of Continuing Education

Date: September 11, 2017

Subject: Summer 2017 Class Visitation Report

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

During the Summer Semester, 2017 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 63 courses/seminars On-Campus and 66 courses/seminars in an Off-Campus/Distance Learning venue. Of the 63 classes/ seminars offered On-Campus, 43 required verification. Of the 66 courses/seminars offered Off-Campus, 41 required verification. Please see attached chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR SUMMER SEMESTER 2017

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	34	21	21	100%
Floyd, Josh	12	7	7	100%
Gardner, Andrew	6	4	4	100%
Garner-Smith, Kathy	11	11	6	55%
TOTALS	63	43	38	88%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	20	1	1	100%
Floyd, Josh	3	0	N/A	N/A
Gardner, Andrew	11	8	8	100%
Garner-Smith, Kathy	16	16	9	56%
Thomas, Crystal	16	16	16	100%
TOTALS	66	41	34	83%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN SUMMER SEMESTER 2017

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Thill, Jonathan	66	41	11	27%

MCC Board of Trustees – October 11, 2017 Update from the Student Services Division

Student Services happenings:

- Doni Hatchel, Director of Financial Aid, and Beth Smith explained the importance of college and presented information about financial aid and scholarship options to an audience of West Montgomery High School seniors and parents September 30.
- The Montgomery County Health Department held flu vaccination clinics at MCC October 2, 3, and 5 for students and their families.
- MCC hosted the Montgomery County stop on the Carolinas Association of College Registrars and Admission Officers (CACRAO) tour October 5.
- College and university representatives traveling the 2017 NCCCS Community College tour circuit will stop at MCC October 30.
- VA Certifying Official, Tammy Owens, is coordinating a Veterans Resource Fair to be held here on campus October 18.

**Legislative/Public Relations Committee
Wednesday, October 11, 2017
6:15 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix V – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix W**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment E

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 6:10 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
Susan Hershberger
Gordon Knowles
Samuel Martin
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of August Committee Minutes

Mrs. Bulthuis made a motion, seconded by Mr. Price, to approve the August Legislative and Public Relations Committee minutes. The motion carried.

Legislative Update – Dr. Chad Bledsoe

General Provisions – Appendix W

FTE Reporting Accountability – Appendix X

Dr. Bledsoe presented Appendix W, a recommended update to the State Board Code regarding General Provisions relating to tuition waivers.

Dr. Bledsoe presented Appendix X, a recommended update to the State Board Code regarding FTE Reporting Accountability.

Public Relations/Marketing Update – Michele Haywood – Appendix Y

Mrs. Haywood presented Appendix Y, the Public Relations/Marketing Update.

There being no further business, the meeting adjourned at 6:18 p.m.

Public Relations / Marketing Highlights September 2017

Life After 50th Anniversary Events

50th anniversary articles continue through the remainder of the year – In September: Col. Joseph Reese Blair and the Blair Family, MCC Celebrates 50 Years, Medical Assisting program (Dena Evans, Cyndi Caviness, Christy Freeman), MCC Notable Pottery Graduates.

MCC 50th Anniversary Book

Content has been assembled is now in process of being put together in a series of creative layouts. We're hoping to have a proof copy by the end of October to send to a copy editor, and then have it published before the Christmas break.

Upcoming

Spring semester 2018 schedule – working on editorial content now.

MCC Digital campaign starts back in November. Currently working on banner ads to go up before spring registration.

Facebook Top Posts for September

Total Likes 1896 (Up 19 from 1877 in August)

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
MCC	9/28/17	NC Drone Academy post	1500	31	25	3.7%
MCC	9/28/17	Gala photos	1100	532	36	52%
MCC	9/23/17	Cumulative Gala posts – Live video	5280	615	91	13%

**Institutional Status Committee
Wednesday, October 11, 2017
6:25 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix X**
- ❖ **SACSCOC On-Site Visit Draft Schedule – Appendix Y**
- ❖ **2017-2018 Institutional Effectiveness Plan – Can be viewed by going to <https://www.montgomery.edu/pdf/mcc/ieplan17-18.pdf>**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 13, 2017 at 6:18 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Employee Survey Results – Appendix Z

Mrs. Holton presented Appendix Z, the results of the annual employee survey. She noted that a copy of the entire survey is available for the Board to review. The President's Cabinet discussed the results of the employee survey and developed four goals to work on over the next year. The survey and actions being taken by Cabinet have been shared with employees.

2016-2017 Strategic Plan Activities – Appendix AA

Mrs. Holton presented Appendix AA, 2016-2017 Strategic Plan Activities. She noted this report shows all of the activities that support the Five Year (2014-2019) Strategic Plan.

The meeting adjourned at 6:25 p.m.



**SUBSTANTIVE CHANGE
(OFF-CAMPUS SITES REVIEW)
COMMITTEE VISIT SCHEDULE**

Institution:	MONTGOMERY COMMUNITY COLLEGE
Dates of Visit:	October 30-November 1, 2017
Chair:	Dr. Gemma K. Frock
SACSCOC Staff:	Dr. Charles A. Taylor

SUBSTANTIVE CHANGE (OFF-CAMPUS SITES REVIEW) COMMITTEE VISIT require flexibility – this schedule is subject to change, even once we are on campus! Most of the Committees time will be traveling and visiting the Off Campus sites.

***Committee members traveling from distant locations may elect to arrive the day before. Please note the travel time to the hotel from the airport is 75 minutes and the first meeting starts at _____.**

There are 2 sites to visit:

DAY ONE:

2:00 pm – 3:00 pm
Propose 11:30-1:00
As a working lunch

Committee Orientation and Planning Session:

Location: Hotel Conference Room

Team building, orientation of committee, debriefing on assignments, and refining next steps in process.

Propose 1:30 – 3:30 Visit one Off Campus Site Nearest to Hotel (West Montgomery High School)

Committee	
Time	Location
1:30 – 3:30	West Montgomery High School

~~3:00 pm – 3:30 pm~~
Propose 4:00 – 4:30

Welcome Session with institution’s Leadership Team –

Location: Hotel Conference Room

(_____) and the Chair of the Committee will facilitate introductions, and provide an overview of the institution and of the committee’s work.

The institution’s CEO makes brief (5 to 10 minutes) welcoming remarks to the committee and introduces selected campus leaders and other participants. Following the CEO’s remarks and introductions, the Committee Chair introduces committee members and outlines the committee’s responsibilities and itinerary while on campus.

~~7:00 pm~~
 Proposed 6:00

Committee Group Dinner - Location: TBA *Do you want to go out to eat, or do you want us to bring food into the hotel?*

8:00 pm until?

Committee members work independently as needed. Location: Hotel Conference Room Available

DAY TWO:

Breakfast on your own

8:00 – 8:30 a.m.

Committee Executive Session - Location: Hotel Conference Room

Committee reviews issues, schedules, and strategies for use of time during the day

8:45

Depart Hotel for East Montgomery High School Visit

9:20 – 11:20 a.m.

Visit other Off Campus Site (East Montgomery High School)

Committee	
Time	Location
9:20 – 11:20 am	East Montgomery High School

OPTION 1 – Stop at Main Campus of MCC

11:30 am – 12:30 pm

Committee Executive Session - Location: Committee Work Room at Main Campus OR Lunch with President and VPs in Boardroom (boxed lunches)

12:30 pm – ? pm

Campus Tour and/or Interviews of any Faculty or Staff the Committee identifies

OPTION 2 – Return to Hotel

11:45 am – 12:45 pm

Committee Executive Session - Location: Hotel Conference Room

- 12:30 am – 1:30 pm **Lunch provided by Institution or if available, Lunch at Hotel : Hotel Conference Room (*boxed lunches?*)**
- 2:00 am – 4:30 pm **Committee Executive Session - Location: Hotel Conference Room**
- 5:30pm **Group Dinner - Location: TBA *Do you want to go out to eat, or do you want us to bring food into the hotel?***

DAY THREE: NOTE: IF VISIT IS COMPLETE AND REPORT FINALIZED TO CHAIR'S SATISFACTION, THEN POSSIBLE EXIT CONFERENCE CAN POSSIBLY TAKE PLACE ON DAY TWO WITH AN EARLY DEPARTURE THAT EVENING OR EARLY DEPARTURE DAY THREE)

Breakfast on your own

- 8:00 - 8:30am **Committee Executive Session - Location: Hotel Conference Room**
Committee meeting to review completed recommendations, etc. and prepare for Exit Conference. (if needed)
- 8:30 – 8:45a.m. **Committee Chair meet with Institution's President;** rest of committee arrives at exit conference location to arrive before 9:00 a.m.
- 9:00 – 9:30 am **Committee Exit Conference** [time subject to change – either direction]
Location: College or Hotel (To Be Finalized by Chair)
Committee meets with the institution's Leadership Team (and others at the discretion of the President) to read its findings pertaining to compliance issues. No Discussion! This meeting concludes the committee's campus visit.
- 9:30 a.m.** **Departure** - At the conclusion of the meeting, the committee departs campus institution transportation to airport(s).

Montgomery Community College
SGA Report
October 11, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- SGA officers for the 2017-18 academic year are:
 - Maegan Archer – Day Vice-President
 - Sara Bowden – Evening Vice-President
 - Hannah Hulin – Secretary/Treasurer
 - Brandy Hollar – Public Information Officer
- Clubs are finalizing their plans for the October 31 Spooktacular.
- Student Ambassadors were busy September 23, helping with both the Uwharrie Festival during the day and MCC's 50th Anniversary Gala that evening.
- The SGA will sponsor Mid-Term Mania on October 18.
- SGA representatives, Ambassadors, and Advisor Savannah Heath will participate in a Halloween event at Biscoe Park.

Student Ambassador, Sam Weitzner, will be introduced to the Board of Trustees.

**President's Report
October 11, 2017**

Activities since the September Board Meeting

9/15/17	New Employee Orientation
9/19/17	Central Presidents Meeting
9/23/17	Foundation Raffle/Gala
10/2/17	CIS Reaccreditation Meeting
10/4/17	Manufacturing Day
	Governor's Visit
10/6/17	New Employees Orientation
10/7/17	Woodsmen's Meet
10/11/17	October Board of Trustees Meeting

Upcoming Activities

10/12/17	Employee Meeting
10/20/17	New Employee Orientation
10/25-27/17	NCACCP Fall Meeting
10/30/17	IIPS Conference
10/30-11/1	SACSCOC On-Site Visit
11/3/17	CPCC Inauguration
11/8/17	Foundation Board Meeting
	Board of Trustees Meeting



Board of Trustees Calendar of Events

2017

October 11, 2017	5:30 p.m.	Committee/Board Meeting
October 24, 2017	9:00 a.m.	Central High School Ground Breaking - Building 200
November 8, 2017	11:30 a.m.	Foundation Board Meeting
November 8, 2017	5:30 p.m.	Committee/Board Meeting
December 8, 2017	7:00 p.m.	"A Christmas Carol" Friendraiser by MCC Foundation
December 15, 2017*	5:30 p.m.	Board Christmas Dinner (Location TBD)
January 10, 2018	5:30 p.m.	Committee/Board Meeting
February 14, 2018	11:30 a.m.	Foundation Board Meeting
February 14, 2018	5:30 p.m.	Committee/Board Meeting
March 14, 2018	5:30 p.m.	Committee/Board Meeting
March 24, 2018	8:30 a.m.	Board Retreat
April 11, 2018	5:30 p.m.	Committee/Board Meeting
April 11-13, 2018		NCACCT Law/Legislative Seminar
May 9, 2018	11:30 a.m.	Foundation Board Meeting
May 9, 2018	5:00 p.m.	Board of Trustees Meeting
May 9, 2018	7:00 p.m.	Graduation