



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, February 8, 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.

NACCE Signing – Jessica McDaniel, Small Business Center Director

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

Standing Committees

*** Budget & Finance Committee**

January Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**
December Foundation Fund Statements – **Appendix D**
Foundation Update – **Lynn Epps**

*** Building & Grounds Committee**

Facilities Report – **Appendix F**
Construction Update and Building Projects Timeline – **Appendix G**
HVAC Design Selection – **Appendix G-1 – Action**
Montgomery County Schools Meeting Update

*** Personnel Committee**

302.01 Foreign National Employment Policy – **First Reading – Appendix I**

- * **Curriculum/Student Services Committee**
 - Update from Instruction – **Appendix K**
 - Update from Vice President of Student Services - **Appendix L**
 - 2017-2018 Academic Calendar – **Appendix M – Action**
 - Update from Dean of Continuing Education – **Appendix N**

- * **Legislative/Public Relations Committee**
 - Legislative Update – Dr. Chad Bledsoe
 - House Bill 14 – **Appendix P**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix Q**

- * **Institutional Status Committee**

- * **SGA Report - Appendix S**

- * **President’s Report – Dr. Chad Bledsoe – Appendix T**

- * **Chairman’s Report - Claudia Bulthuis**
 - Calendar of Events – **Appendix U**
 - Board Retreat
 - Closed Session – **Action** (Pursuant to North Carolina General Statute section 143- 318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27.)
 - Open Session – **Action**

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, January 11, 2017

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:10 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher	Ron Kincaid
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Sharon Cupples	Johnny McKinnon
George Gilbreath	Adam Sexton,
Anna Hollers (via telephone)	SGA President

Absent

Paula Covington
Susan Eggleston

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Claudette Thomas, Custodian/Maintenance Staff; Tonya Luck, Accountant; Lori McAllister, Department Chair Dental Assisting; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Claudette Thomas, Tonya Luck, and Lori McAllister.

Approval of the Agenda - Action

Mrs. Bulthuis reported that Jessica McDaniel could not attend the meeting, therefore the signing for the Small Business Center will be held at the February Board meeting.

Mr. Knowles made a motion, seconded by Mrs. Marshall, to approve the agenda for the January 11, 2017 meeting as amended. The motion carried.

Election of Vice Chairman and Secretary – Claudia Bulthuis, Chairman – Action

Mrs. Bulthuis reported that Mrs. Hollers has requested to no longer serve as Vice Chairman. Susan Eggleston has agreed to serve as Vice Chairman. Gordon Knowles has agreed to serve as

Secretary. The appointments will be for the remainder of the 2016-2017 term. New officers will be elected at the August 2017 meeting.

Mrs. Capel made a motion, seconded by Mr. Kincaid, to approve Susan Eggleston as Vice Chairman and Gordon Knowles as Secretary of the Montgomery Community College Board of Trustees. The motion carried.

Board of Ethics

Mrs. Bulhuis 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.

Board Presentation – Lori McAllister, Dental Assisting Department Chair

Lori McAllister, Dental Assisting Department Chair, gave the January Board presentation.

Approval of November Committee and Board Meeting Minutes – Appendix A

Mr. Knowles made a motion, seconded by Mrs. Capel, to approve the November Committee and Board Minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Gordon Knowles, Vice Chairman

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

- The committee reviewed the November and December Local, State, and Institutional Funds Financial Reports. The committee approved and Mr. Knowles 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 In-Kind Transfer Report. The committee approved and Mr. Knowles made a motion to approve the In-Kind Transfer Report. Coming from committee, this required no second. The motion carried.

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 reports regarding facilities.
- The committee reviewed the 3-1 for Building 100 Renovations, HVAC and Roof Replacement. The committee approved and Mr. Knowles made a motion to approve the 3-1 for Building 100 Renovations and HVAC and Roof replacement. Coming from committee, this required no second. The motion carried.

- The committee reviewed the 3-1 for Building 200 Renovations. The committee approved and Mr. Knowles made a motion to approve the 3-1 for Building 200 Renovations. Coming from committee, this required no second. The motion carried.
- The committee reviewed the Memorandum of Understanding regarding the Central High School. The committee approved and Mr. Knowles made a motion to approve the Memorandum of Understanding with Montgomery County and Montgomery County Schools regarding the Central High School be approved. 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 two new employees, Claudette Thomas, Custodian/Maintenance Staff and Tonya Luck, Accountant.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

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

- The committee received updates regarding the Early College, Instruction, Student Services and Continuing Education.
- The committee received notice of the need to terminate two curriculum programs. The committee approved and Mr. Kincaid made a motion to approve the termination of the Infant/Toddler Care and Lateral Entry curriculum programs.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

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

- The committee received a legislative update regarding budget priorities.
- The committee received a public information update.

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

The Institutional Status Committee met earlier this afternoon (see attached minutes- Attachment F) and there was no action to bring before the Board.

SGA Report – Appendix X – Adam D. Sexton

Mr. Sexton gave an update from the Student Government Association, attached as Appendix X.

President's Report – Dr. Chad Bledsoe – Appendix Y

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

- Dr. Bledsoe thanked Mr. Knowles for helping with the Central High School facility design committee.
- Dr. Bledsoe, Mrs. Holton and Mr. Proctor attended the SACS Conference in Atlanta, GA in December.
- The SHOT Show will be January 16-20, 2017; Dr. Bledsoe will be attending with gunsmithing instructors, students and Mr. Proctor.
- Dr. Bledsoe is serving as the NCACCP Liaison with IIPS. He will be attending their upcoming conference.
- The Winter President's Meeting will be held at Nash Community College.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix Z

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

- All of the 50th Anniversary events have been added to the calendar.
- Graduation will be May 10, 2017.
- The Board Retreat will be Saturday, February 25. Beginning at 8:30 a.m. with breakfast and the meeting will begin at 9 a.m. Lunch will be provided. She asked trustees to bring to Mrs. Ervin a baby picture of themselves and a fun fact about yourself.
- Part of the retreat will include the Presidents evaluation. The direct reports have been sent their evaluation instrument and the Board will receive their feedback at the February Board Meeting. She noted that all responses are anonymous.

Dr. Bledsoe reported that there is a Martin Luther King Day Challenge on Monday, January 16 at 8 a.m. with breakfast and then a food-packing event to supply the local food banks.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Capel, to adjourn the meeting at 7:38 p.m. The motion carried.

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, January 11, 2017 at 5:31 p.m. in the College Boardroom.

Present

Anna Hollers, Chairman (via telephone)
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Ron Kincaid

Absent

Susan Eggleston

Others Present

Phil Absher
Gelynda Capel
Sharon Cupples
George Gilbreath
Andrea Marshall
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Vice Chairman Knowles and all committee members were present, except Susan Eggleston.

Approval of November Committee Minutes – Appendix B – Action

Mr. Kincaid made a motion, seconded by Mrs. Bulthuis, to approve the November Committee Minutes. The motion carried.

November and December Local, State, and Institutional Funds Financial Report – Appendix C – Action

Mrs. McBride reported the following:

- As of November 30, 2016, County fund expenditures were \$294,707, 39% of the budget.
- There were \$138,712 available for Capital Expenditures.
- As of November 30, 2016, State fund expenditures were \$2,782,469, 38% of the budget.
- As of November 30, 2016, the Institutional Fund balance was \$707,147.
- As of November 30, 2016, the balance in the STIF account was \$187,339.
- As of December 31, 2016, County fund expenditures were \$347,006, 46% of the budget.
- There were \$146,187 available for Capital Expenditures.

- As of December 31, 2016, State fund expenditures were \$3,367,497, 46% of the budget. Longevity will be funded in January.
- As of December 31, 2016, the Institutional Fund balance was \$709,212.
- As of December 31, 2016, the balance in the STIF account was \$187,491.

Mrs. Bulthuis questioned the garbage line item expenditures being at 74%. Mrs. McBride will look into this.

On a motion by Mr. Kincaid, seconded by Mrs. Bulthuis, the November and December Local, State and Institutional Funds Financial Reports were approved. The motion carried.

October Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the October Foundation Fund Statement. The total funds held by the Foundation are \$3,064,307.45.

A request for proposals for investment firms was sent out and the final proposals are due on January 17.

It was noted that the gains in the stock market will be realized in the December and January reports.

In-Kind Transfer Report – Appendix E – Action

Mrs. Epps presented Appendix E, the In-Kind Transfer Report.

Mrs. Bulthuis made a motion, seconded by Mr. Kincaid, to approve the In-Kind Transfers. The motion carried.

Foundation Update – Lynn Epps – Appendix F

Mrs. Epps presented Appendix F, the brochure for the legacy brick fundraiser. She noted that there have been five bricks sold already. She reported that she needs to sell at least 100 bricks to cover the cost of the base. The brick forms must be turned in by April 24, 2017.

There being no further business, the meeting adjourned at 5:41 p.m.

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 5:41 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis
Sharon Cupples
George Gilbreath
Ron Kincaid

Absent

Susan Eggleston, Vice Chair

Others Present

Phil Absher
Gelynda Capel
Anna Hollers (via telephone)
Andrea Marshall
Johnny McKinnon
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Knowles and all committee members were present, except Susan Eggleston.

Approval of November Committee Minutes – Appendix G – Action

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

Facilities Report – Appendix H

Mrs. McBride presented Appendix H, the facilities report.

Mrs. Ellison gave an update on the audiovisual upgrades in the Boardroom and the new phone system on campus. Each board member was provided with a new telephone listing for campus. The college is using a new emergency broadcast system, ReGroup. This was used for the first time over the weekend for the snow closings.

Building Projects Timeline – Appendix I

Dr. Bledsoe presented Appendix I, the Building Projects Timeline. He noted that this will be presented monthly to the Board to give an update on the ongoing and upcoming construction projects.

Approval of 3-1 – Appendix J – Action

Mrs. McBride presented the 3-1 for Building 100 renovations and replacement of the roof and HVAC system. Mr. Kincaid made a motion, seconded by Mrs. Bulthuis, to approve the 3-1 for Building 100 renovations and replacement of the roof and HVAC. The motion carried.

Approval of 3-1 – Appendix K – Action

Mrs. McBride presented the 3-1 for renovations to Building 200. Mrs. Bulthuis made a motion, seconded by Mr. Kincaid, to approve the 3-1 for renovations to Building 200. The motion carried.

Memorandum of Understanding – Central High School – Appendix K-1 – Action

Dr. Bledsoe reported that the central high school project is being funded through a loan with the United States Department of Agriculture. The funds are being awarded to the county, the project is being constructed by the County Schools, and the College is assisting with the needs of the Technical Building. The memorandum of understanding clearly outlines the responsibilities of the three entities involved in the project. He noted that he did not see any issues with the document.

Dr. Bledsoe noted that the document is still in draft form if there are any changes made they will be very minor.

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the memorandum of understanding with Montgomery County and Montgomery County Schools. The motion carried.

There being no further business, the meeting adjourned at 5:57 p.m.

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 5:57 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
Sharon Cupples
Anna Hollers (via telephone)

Absent

Paula Covington

Others Present

George Gilbreath
Ron Kincaid
Gordon Knowles
Andrea Marshall
Johnny McKinnon
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Capel and all committee members were present, except Paula Covington.

Approval of November Committee Minutes – Appendix L

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve the November Committee minutes. The motion carried.

Introduction of New Employees

Claudette Thomas, Custodian/Maintenance Staff – Appendix M

Tonya Luck, Accountant, Appendix M-1

Mrs. Capel reported that two new employees will be introduced at the Board Meeting.

There being no further business, the meeting adjourned at 5:58 p.m.

Attachment D

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 5:58 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Andrea Marshall, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
George Gilbreath

Absent**Others Present**

Gelynda Capel
Anna Hollers (via telephone)
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

Approval of November Committee Minutes – Appendix N – Action

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

Notification of Early College Approval – Appendix O

Dr. Bledsoe reported that the college was approved for an early college. Classes will begin in August 2017.

Mr. Proctor reported that there will be 100 high school students enrolling in August, 50 Freshman and 50 Sophomores. This is a five-year program with students graduating with a high school diploma and associate degree. Most classes will be in Building 200. The Montgomery County School Board has begun their interview process for staff and instructors. The application process for students has already begun. Students will be able to participate in extracurricular activities at their respective high schools.

Dr. Bledsoe reported that the faculty have been kept up to date on the process and aware of the upcoming changes regarding the early college, they are aware that there may be challenges having high school students on campus, but are prepared to handle those.

Mr. Kincaid suggested that Dr. Heather Seawell, principal of the Early College, attend a Board meeting to keep the Trustees informed of the progress of the Early College.

It was noted that there were only 10 counties in North Carolina that do not have an early college.

Update from Instruction – Appendix P

Mr. Proctor gave an update on instructional activities as presented in Appendix P.

Mrs. Bulthuis commented on the seven versus ten point grading scale and noted that there is a student who will no longer attend Montgomery Community College because of the seven point grading scale. Mr. Proctor reported that this will be discussed with the Faculty Senate.

Termination of Curriculum Programs – Appendix Q – Action

Mr. Proctor reported that the State Board of Community Colleges requires colleges to terminate a program with no enrollment for two years, an extension may be granted if requested. Five programs meet the criteria for termination. Industrial Systems currently has enrollment through the Apprenticeship program and CCP and will not be terminated. He has requested an extension for Welding because it will be needed for CCP courses. Emergency Medical Science is being run through continuing education, there is also discussion regarding offering this with a partnership with Montgomery County Schools, Mr. Proctor has requested an extension for this program as well.

Infant Toddler Care Certificate and Lateral Entry programs are being presented to be terminated, due to no enrollment for two years.

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the termination of the Infant Toddler Care Certificate and Lateral Entry programs. The motion carried.

Update from Vice President of Student Services – Appendix R

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

Update from Dean of Continuing Education – Appendix S

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

There being no further business, the meeting adjourned at 6:27 p.m. The motion carried.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 6:27 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent

Paula Covington, Vice Chairman

Others Present

Phil Absher
Sharon Cupples
George Gilbreath
Anna Hollers (via telephone)
Ron Kincaid
Gordon Knowles
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

Approval of November Committee Minutes – Appendix T – Action

Mrs. Bulthuis made a motion, seconded by Dr. McKinnon, to approve the November Committee minutes. The motion carried.

Legislative Budget Priorities – Dr. Chad Bledsoe – Appendix U

Dr. Bledsoe presented Appendix U, the 2017-2019 Budget Priorities from the North Carolina Community College System.

Public Relations/Marketing Update – Mrs. Michele Haywood – Appendix V

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

There being no further business, the meeting adjourned at 6:33 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 6:33 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
George Gilbreath

Absent

Susan Eggleston

Others Present

Gelynda Capel
Sharon Cupples
Anna Hollers (via telephone)
Ron Kincaid
Gordon Knowles
Andrea Marshall
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

Approval of November Committee Minutes – Appendix W – Action

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

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

**Budget & Finance Committee
Wednesday, February 8, 2017
5:30 p.m.**

Committee Members

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

Agenda Items

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix B – Action**
- ❖ **January Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **December Foundation Fund Statements – Appendix D**
- ❖ **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, January 11, 2017 at 5:31 p.m. in the College Boardroom.

Present

Anna Hollers, Chairman (via telephone)
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Ron Kincaid

Absent

Susan Eggleston

Others Present

Phil Absher
Gelynda Capel
Sharon Cupples
George Gilbreath
Andrea Marshall
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Vice Chairman Knowles and all committee members were present, except Susan Eggleston.

Approval of November Committee Minutes – Appendix B – Action

Mr. Kincaid made a motion, seconded by Mrs. Bulthuis, to approve the November Committee Minutes. The motion carried.

November and December Local, State, and Institutional Funds Financial Report – Appendix C – Action

Mrs. McBride reported the following:

- As of November 30, 2016, County fund expenditures were \$294,707, 39% of the budget.
- There were \$138,712 available for Capital Expenditures.
- As of November 30, 2016, State fund expenditures were \$2,782,469, 38% of the budget.
- As of November 30, 2016, the Institutional Fund balance was \$707,147.
- As of November 30, 2016, the balance in the STIF account was \$187,339.
- As of December 31, 2016, County fund expenditures were \$347,006, 46% of the budget.
- There were \$146,187 available for Capital Expenditures.

- As of December 31, 2016, State fund expenditures were \$3,367,497, 46% of the budget. Longevity will be funded in January.
- As of December 31, 2016, the Institutional Fund balance was \$709,212.
- As of December 31, 2016, the balance in the STIF account was \$187,491.

Mrs. Bulthuis questioned the garbage line item expenditures being at 74%. Mrs. McBride will look into this.

On a motion by Mr. Kincaid, seconded by Mrs. Bulthuis, the November and December Local, State and Institutional Funds Financial Reports were approved. The motion carried.

October Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the October Foundation Fund Statement. The total funds held by the Foundation are \$3,064,307.45.

A request for proposals for investment firms was sent out and the final proposals are due on January 17.

It was noted that the gains in the stock market will be realized in the December and January reports.

In-Kind Transfer Report – Appendix E – Action

Mrs. Epps presented Appendix E, the In-Kind Transfer Report.

Mrs. Bulthuis made a motion, seconded by Mr. Kincaid, to approve the In-Kind Transfers. The motion carried.

Foundation Update – Lynn Epps – Appendix F

Mrs. Epps presented Appendix F, the brochure for the legacy brick fundraiser. She noted that there have been five bricks sold already. She reported that she needs to sell at least 100 bricks to cover the cost of the base. The brick forms must be turned in by April 24, 2017.

There being no further business, the meeting adjourned at 5:41 p.m.

Montgomery Community College
County Funds - Board Report for January 2017

County Funds - JANUARY 2017		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	3,500	2,500	58%
514000	FT Svc/Maint/Skilled Craft	155,832	12,731	92,177	63,655	59%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	49,300	33,835	59%
518100	Social Security	18,327	1,489	10,940	7,387	60%
518200	Retirement	39,363	3,225	23,238	16,125	59%
518300	Medical Insurance	44,682	3,815	25,607	19,075	57%
518700	Longevity Payments	2,171	-	2,171	(0)	100%
519090	Waste Removal/Recycling	14,000	1,033	7,389	6,611	53%
519120	Lawns and Grounds Service	500	-	322	178	64%
519110	Pest Control Svcs Agreement	1,000	-	250	750	25%
521000	Custodial Supplies	14,000	3,028	7,487	6,513	53%
522000	Maintenance Supplies	16,863	(105)	5,999	10,864	36%
524000	Repair Supplies	8,178	746	3,754	4,424	46%
525000	Gas/Travel/Reimbursement	1,717	96	(255)	1,972	-15%
531140	In-State Lodging	500	-	-	500	0%
531150	In-State Meals	500	-	-	500	0%
531500	Regisistration Fees	780	-	780	0	100%
532200	Telephone	16,300	1,885	6,811	9,489	42%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	30,163	127	1,620	28,543	5%
533200	Water	11,560	693	6,473	5,087	56%
533300	Electricity	202,422	12,247	117,886	84,536	58%
1 533400	Garbage/Sewage Disposal	5,600	420	3,375	2,225	60%
535100	Equipment Repair	8,300	190	3,905	4,395	47%
535200	Repairs to Facilities	15,000	533	13,244	1,756	88%
535201	Repairs to Grounds-Supp	370	370	370	-	100%
535400	Service Contracts	16,800	1,529	11,443	5,357	68%
539200	PR-President's Office	600	-	225	375	37%
539500	Other Current Expense	1,022	-	(32)	1,054	-3%
543000	Lease/Rental Other Equipment	1,815	140	983	832	54%
545000	Property Insurance	14,090	-	-	14,090	0%
545100	Motor Vehicle Insurance	2,273	-	182	2,091	8%
545200	Liability Insurance	3,027	-	-	3,027	0%
545201	Workers Comp	10,300	-	(1,914)	12,214	-19%
545301	Life Insurance	1,993	165	1,174	819	59%
546100	Membership & Dues	1,000	1,000	1,000	-	100%
555100	Minor Equip Low Risk	227	-	227	0	100%
Total Current Expense		750,800	52,625	399,630	351,170	53%

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

1 **Note:** Line item is for sewage disposal only. Moved an additional \$1,600 from Telephone budget line item as we are spending less on VOIP than previous system.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's November 2016 Report	\$ 337,532
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	28,668
	424,868
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects - SimMan Lab (\$7.4K) Lawn Equip (\$6.2K) Truck (\$25.6K) Geo Surv(\$2.7K)	(41,919)
Sub-total Life-to-date Revenues less Submitted Projects	(23,738)
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 1-31-17	\$ 151,262

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

Appendix C

State Funds - JANUARY 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	140,328	11,521	82,722	57,606	59%
511200 FT Senior Administrator	232,330	19,098	136,842	95,488	59%
511300 FT Professional Staff	947,327	74,521	556,148	391,179	59%
511310 PT Professional Staff	59,048	2,108	25,669	33,379	43%
512000 FT Support	63,146	4,897	35,661	27,485	56%
512010 PT Support	21,554	1,455	13,536	8,018	63%
512040 30 Hour Support	28,204	2,254	16,934	11,270	60%
513000 FT Faculty	1,861,109	148,234	1,087,697	773,412	58%
513010 PT Faculty	680,392	36,407	375,479	304,913	55%
513030 PT Teaching Assistant	15,600	556	5,313	10,288	34%
513040 30 Hour Faculty	37,064	2,663	23,751	13,313	64%
515000 FT Technical/Paraprofessional	415,452	34,070	246,323	169,129	59%
515010 PT Technical/Paraprofessional	103,642	10,517	63,699	39,943	61%
518100 Social Security	340,437	25,644	196,072	144,365	58%
518200 Retirement	664,266	50,981	371,458	292,808	56%
518300 Medical Insurance	413,843	34,311	241,396	172,447	58%
518700 Longevity Payments	50,715	7,471	45,990	4,725	91%
519000 Legal Services	945	-	945	-	100%
519010 Financial/Audit Service	44,000	-	-	44,000	0%
519020 Sys Implementation/Inte	17,215	8,484	8,484	8,731	49%
519040 Administrative Services	6,000	100	1,360	4,640	23%
519142 LAN Support Services	4,500	500	500	4,000	11%
519144 Managed Server Support	7,490	-	-	7,490	0%
519400 Contracted Instruction	61,916	1,949	27,076	34,840	44%
519401 Online Tutoring-Contrac	2,000	(34)	1,233	767	62%
519700 Personal Service - 3rd Party	250	-	-	250	0%
523XXX Copies & Instructional Supplies	168,258	10,406	78,609	89,649	47%
527000 Other Supplies	54,135	3,370	25,933	28,202	48%
527005 Tires & Oil Changes	1,866	146	548	1,318	29%
531110 In-State Ground Transportation	18,115	739	10,116	7,999	56%
531140 In-State Lodging	15,638	1,273	8,423	7,215	54%
531150 In-State Meals	4,942	324	1,953	2,989	40%
531210 Out-of-State Ground Transportation	1,572	184	774	798	49%
531220 Out-of-State Air Transportation	4,595	-	1,409	3,186	31%
531240 Out-of-State Lodging	9,531	1,346	3,667	5,864	38%
531250 Out-of-State Meals	2,931	98	539	2,392	18%
531410 Board/Non-emp Transportation	100	-	-	100	0%
531420 Board Expense - Subsistence	1,600	-	779	821	49%
531500 Registration Fees	23,654	520	13,639	10,015	58%
532100 Postage	13,500	-	3,262	10,238	24%
535100 Equipment Repair	14,644	155	2,468	12,176	17%
535400 Service Contracts	925	-	-	925	0%
535430 Maint Agreement-Equipment	5,550	-	-	5,550	0%
535450 Maint Agreement-NonWAN - Curr	26,209	-	7,093	19,116	27%
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%
535494 Maint. Agree.-Server Sf	4,000	-	-	4,000	0%

Montgomery Community College
State Funds - Board Report for January 2017

State Funds - JANUARY 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535495 Maint. Agree.-Server	6,849	-	-	6,849	0%
537000 Advertising	55,000	819	18,330	36,670	33%
537100 Advertise Vacant Positions	18,000	469	5,166	12,834	29%
539400 Magazine/Newspaper Subscriptions	3,750	169	2,839	911	76%
539500 Other Current Expense	6,725	-	6,125	601	91%
539520 Electronic Processing	6,100	-	2,659	3,441	44%
539700 Childcare - 530 Purpose	22,618	1,205	6,096	16,522	27%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	66,230	2,979	49,086	17,144	74%
544020 Laptop Application So	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,876	-	1,201	1,675	42%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	14,113	2,614	5,166	8,947	37%
546200 Accreditation Expense	3,900	-	1,750	2,150	45%
548000 NEIT	25	-	-	25	0%
552072 Server	34,313	11,537	11,537	22,776	34%
555100 Minor Equip Low Risk <\$5K	30,687	636	26,180	4,507	85%
555200 Minor Equip High Risk	8,650	1,086	5,372	3,278	62%
Total Current Expense	6,876,379	517,779	3,865,007	3,011,372	56%
551000 Office Equipment	73,965	-	-	73,965	0%
552000 Non-WAN Data Processing	20,209	-	-	20,209	0%
552030 Voice Communication Equ	12,749	12,642	12,642	107	99%
553000 Educational Equipment	356,978	12,600	12,600	344,378	4%
555100 Minor Equipment Low Risk	11,266	6,666	8,623	2,643	77%
555200 Minor Equipment High Risk	16,816	-	16,816	(0)	100%
556100 Books	31,573	948	2,444	29,129	8%
Total Capital Expense	523,556	32,856	53,125	470,431	10%
Total Expenses	7,399,935	550,635	3,918,132	3,481,803	53%

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

Institutional Funds - JANUARY 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-128	Veterans Reporting Fee	-	195	-	195	351
01-132	Overhead Receipts 75%	45	1,036	913	4,664	9,994
01-133	Current General & Misc	140	140	738	2,229	11,743
01-134	Admin Support	897	3,018	3,953	3,953	-
01-135	Overhead Receipts 25%	15	-	304	-	6,856
01-142	Textbook Rental	50	853	14,414	22,956	3,762
01-222	Forestry Program	0	121	2	2,766	9,467
01-291	Specific Fees: Medical	15	-	285	359	2,351
01-291	Specific Fees: Electron	150	-	375	-	1,925
01-291	Specific Fees: Gunsmith	161	-	5,137	1,622	43,742
01-291	Specific Fees: Phleboto	50	-	300	-	300
01-291	Specific Fees: Taxiderm	378	140	1,054	2,125	13,322
01-291	Specific Fees - LP	(100)	-	2,405	-	8,949
01-291	Specific Fees: Dental	50	-	381	452	3,722
01-291	Specific Fees: NET/TEAS	960	-	1,344	18	4,786
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	7,466	2,767	48,287	18,668	52,149
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	540	288	1,035	651	1,720
01-363	Small Business Center	348	112	1,149	523	9,406
01-391	Specific Fees: Occ. Ext	930	387	13,419	5,540	69,529
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	533	570	3,835	8,540	31,690
01-622	Sales Tax Utilization	8,992	-	11,692	2,700	8,992
01-715	Vending	700	700	5,073	5,073	-
02-131	College Work Study	1,252	1,252	16,999	16,999	-
02-228	Self Supp. Curriculum	1	80	4	188	28,004
02-229	Distance Learning	8	-	56	-	-
02-237	Perkins Prof Dev	-	13,241	-	13,241	(13,241)
02-292	Tech Fee-Curr	1,296	394	11,893	9,800	106,604
02-383	Fire Training Center Gr	-	1,270	1,895	4,478	6,967
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
02-429	Vo-Ed PT Curr Support	1,531	773	5,573	5,573	-
02-511	Voc-Ed Counseling	2,578	1,291	9,207	9,207	-
02-512	Voc-Ed Tutor Funds	78	34	1,432	1,466	(34)
02-823	FSEOG	-	-	5,880	5,880	-
02-824	Pell Grant	(11,326)	(14,209)	538,161	538,161	(6,557)
02-831	Educ. Lottery Schol.	-	-	26,386	26,386	279
02-833	Golden LEAF	-	500	5,873	5,563	311
02-835	NC Comm Coll Grt	-	(257)	31,663	31,406	325
02-836	High Demand/Low Enrol	-	-	945	945	-
02-837	MCC Foundation Scholar	-	-	65,011	63,719	1,292
02-838	Wells Fargo Scholarship	250	-	250	-	250
02-839	Less Than Half-time	-	-	1,474	180	1,294

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

Institutional Funds - JANUARY 2017	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-842 SGA President Scholar	-	-	750	750	-
02-845 SECU Scholarships	2,500	-	6,250	3,750	2,500
05-227 Daycare Center	-	-	-	-	353
05-715 Vending	983	700	3,832	5,073	15,099
05-716 Bookstore Vending	1	(1,004)	6,599	6,477	62,668
05-720 Bookstore	45	-	322	-	-
05-721 General Store	(769)	769	21,639	22,459	-
05-740 Parking Fee	287	-	2,927	-	32,328
05-770 Stud Govt Assoc	2,096	240	19,151	8,809	28,425
05-771 Graduation Fund	245	-	365	559	3,608
05-774 Stud. Amabassador	229	-	2,125	588	27,906
07-918 Capital Projects	-	-	32,216	32,216	-
07-924 Duke Energy Grant	-	-	-	-	2,089
09-772 Club Accounts	-	-	-	-	83,272
09-773 Agency Fund	-	-	-	-	(38,009)
09-775 Funds for Others	-	-	-	-	(363)
09-776 Restricted Schol Held	-	-	-	-	-
09-777 Loan Funds Held & Dist	-	-	-	-	-
Total Institutional Funds: First Bank	23,601	15,402	934,996	896,908	648,136

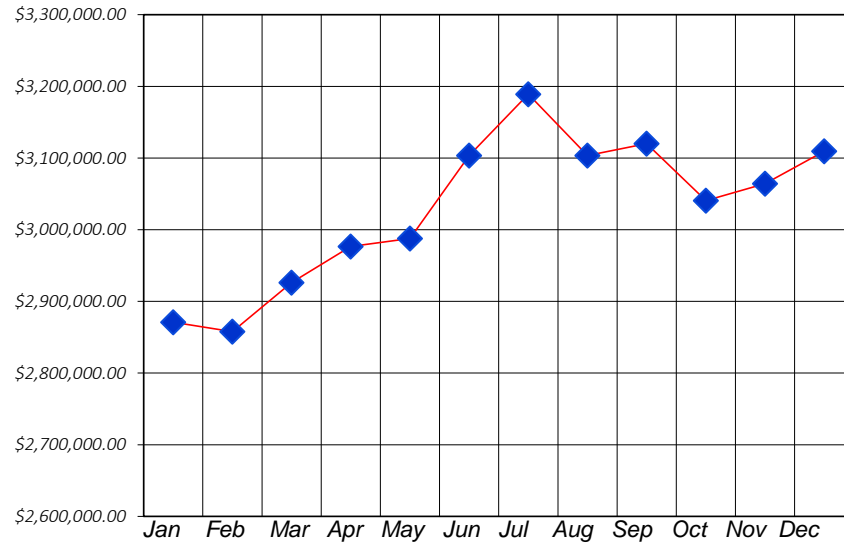
STIF Account as of 11/30/16	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	32	230	42,232	42,462
02-229 Distance Learning	8	56	10,209	10,265
02-292 Technology Fees	57	408	74,984	75,392
05-720 Bookstore	45	322	59,192	59,514
Total Institutional Funds: State Treasury	141	1,015	186,617	187,632

- 1 Randolph Community College (PERKINS)
- 2 Financial Aid Charges for Books

Montgomery Community College Foundation Funds Statement FY 2016-2017

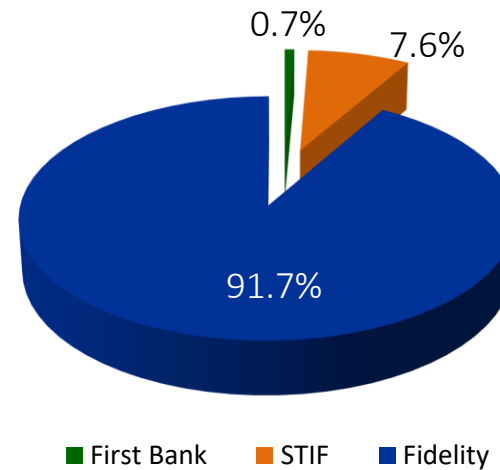
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of December 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$2,804,479.08	\$236,995.01	\$22,833.36	\$3,064,307.45
Receipts								
Interest/Gains	\$41,536.62	\$1,310.76	\$2.73	\$42,850.11	\$14,801.44	\$192.77	\$0.43	\$14,994.64
Deposits	\$14,212.05	\$121,729.96	\$65,508.70	\$201,450.71	\$5,547.32	\$1,375.96	\$8,339.94	\$15,263.22
Total Receipts	\$55,748.67	\$123,040.72	\$65,511.43	\$244,300.82	\$20,348.76	\$1,568.73	\$8,340.37	\$30,257.86
Disbursements								
Withdrawals/Fees	\$59,905.96	\$128,379.43	\$161,375.26	\$349,660.65	\$1,617.27	\$1,058.61	\$9,074.37	\$11,750.25
Total Disbursements	\$59,905.96	\$128,379.43	\$161,375.26	\$349,660.65	\$1,617.27	\$1,058.61	\$9,074.37	\$11,750.25
Market Value Net Change	\$111,329.13	\$0.00	\$0.00	\$111,329.13	\$26,588.86	\$0.00	\$0.00	\$26,588.86
Ending Value	\$2,849,799.43	\$237,505.13	\$22,099.36	\$3,109,403.92	\$2,849,799.43	\$237,505.13	\$22,099.36	\$3,109,403.92
Net Change	\$107,171.84	(\$5,338.71)	(\$95,863.83)	\$5,969.30	\$45,320.35	\$510.12	(\$734.00)	\$45,096.47

Foundation Funds Value



Jul 2016 - Jun 2017

Foundation Funds Distribution



**Building & Grounds Committee
Wednesday, February 8, 2017
5:45 p.m.**

Committee Members

**Gordon Knowles, Chairman
Susan Eggleston, Vice Chairman
Claudia Bulthuis
Sharon Cupples
George Gilbreath
Ron Kincaid**

Agenda Items:

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of January Committee Minutes- Appendix E – Action**
- ❖ **Facilities Report - Appendix F**
- ❖ **Construction Update and Building Projects Timeline – Appendix G**
- ❖ **HVAC Design Selection – Appendix G-1 – Action**
- ❖ **Montgomery County Schools Meeting Update**
- ❖ **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, January 11, 2017 at 5:41 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis
Sharon Cupples
George Gilbreath
Ron Kincaid

Absent

Susan Eggleston, Vice Chair

Others Present

Phil Absher
Gelynda Capel
Anna Hollers (via telephone)
Andrea Marshall
Johnny McKinnon
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Knowles and all committee members were present, except Susan Eggleston.

Approval of November Committee Minutes – Appendix G – Action

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

Facilities Report – Appendix H

Mrs. McBride presented Appendix H, the facilities report.

Mrs. Ellison gave an update on the audiovisual upgrades in the Boardroom and the new phone system on campus. Each board member was provided with a new telephone listing for campus. The college is using a new emergency broadcast system, ReGroup. This was used for the first time over the weekend for the snow closings.

Building Projects Timeline – Appendix I

Dr. Bledsoe presented Appendix I, the Building Projects Timeline. He noted that this will be presented monthly to the Board to give an update on the ongoing and upcoming construction projects.

Approval of 3-1 – Appendix J – Action

Mrs. McBride presented the 3-1 for Building 100 renovations and replacement of the roof and HVAC system. Mr. Kincaid made a motion, seconded by Mrs. Bulthuis, to approve the 3-1 for Building 100 renovations and replacement of the roof and HVAC. The motion carried.

Approval of 3-1 – Appendix K – Action

Mrs. McBride presented the 3-1 for renovations to Building 200. Mrs. Bulthuis made a motion, seconded by Mr. Kincaid, to approve the 3-1 for renovations to Building 200. The motion carried.

Memorandum of Understanding – Central High School – Appendix K-1 – Action

Dr. Bledsoe reported that the central high school project is being funded through a loan with the United States Department of Agriculture. The funds are being awarded to the county, the project is being constructed by the County Schools, and the College is assisting with the needs of the Technical Building. The memorandum of understanding clearly outlines the responsibilities of the three entities involved in the project. He noted that he did not see any issues with the document.

Dr. Bledsoe noted that the document is still in draft form if there are any changes made they will be very minor.

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the memorandum of understanding with Montgomery County and Montgomery County Schools. The motion carried.

There being no further business, the meeting adjourned at 5:57 p.m.

Board Report

Facilities

February 2017

Prepared By: Wanda Frick

Director of Facilities

During the severe weather recently, the campus sustained minimal damage. A couple of outdoor heat pumps had damaged covers and one (1) fan needed support brackets repaired. The cooling tower that supplies water to Building 100's chiller froze and fractured the supply line and meter box. All repairs were completed in house by maintenance staff.



Landscaping has been completed in several areas around campus by Green Thumb Landscaping. Both entrance signs had new plantings set. The area surrounding the flagpole had the existing juniper removed and new vegetation planted. The existing bed near the Continuing Education entrance has been updated as well. While the plantings look slightly sparse now, several of the plants are dormant and will hopefully bloom nicely before Graduation.





Project: Building 200 Roof Replacement						
Name of Contractor(s):	4: Triad Roofing Co., Inc		5:		6:	
Address:	3920 N. Liberty St., Winston-Salem, NC					
Phone:	336-767-9087					
Specification Sheet:	Yes		Yes		Yes	
Bid Returned:	Yes		Yes		Yes	
Item	Unit Price	Total	Unit Price	Total	Unit Price	Total
Roof Replacement, Building 200, per specifications.		224,877.00				
Total Amount of Bid:		224,877.00				

On Thursday January 26, the crane used for off-loading materials arrived behind Building 200. Over the next 2 days, the materials for Building 200’s new roof was craned onto the top of the building.



Workforce Development Center

The plans and specification sheets are complete for the WDC. Wanda Frick is in the process of reviewing the specifications before the project is open for bids during February.

Building 200, HVAC upgrade

The selection committee met on February 6 and 7 to interview potential design firms to select the top three (3) engineers/architects for submittal to the board of trustees for approval. The next step will be submitting the top three (3) list to the State for approval before negotiating design fees.

**Montgomery Community College
Building Project Timeline**

Project Name	Projected Cost	2016				2017											
		September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00	(3-1)	State Board		Design		Construction	Complete									
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board			Design					Construction				Complete		
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	Design			Construction			Complete							
Entrance Sign Renovation	\$ -			Construction		Complete											
Industrial Maintenance Building	\$ 1,000,000.00						(3-1)	State Board	Design								
Building 500 Roof	\$ 40,000.00									(3-1)	State Board	Bids	Construction				
Building 500 Renovation	\$ 25,000.00											(3-1)	State Board	Bids	Construction		
Building 500 HVAC	\$ 75,000.00											(3-1)	State Board	Bids	Construction		
Building 200 Painting/Carpet/Construction	\$ 125,000.00					(3-1)	State Board	Design	Construction		Complete						
Building 300 HVAC	\$ 75,000.00											(3-1)	State Board	Bids	Construction		
Building 100 Renovation	\$ -																
Roof Replacement	\$ 300,000.00					(3-1)	State Board	Design							Construction		
HVAC Replacement	\$ 205,000.00					(3-1)	State Board	Design							Construction		
Interior Renovation	\$ 2,500,000.00					(3-1)	State Board	Design							Construction		
Building 100 Entrance	\$ 500,000.00																
Total Cost	\$ 6,225,000.00																

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

□



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

MEMORANDUM

February 8, 2017

To: Board of Trustees

From: Design Pre-selection Committee

Subject: Project 2242 – Building 200 – HVAC Replacement

Pre-selection committee; Gordon Knowles, Jeanette McBride, Lee Proctor, Beth Smith, Marcus Ervin, and Wanda Frick interviewed four designers on February 6 and 7, 2017.

The advertisement for the Building 200 – HVAC Replacement project opened on December 7, 2016 and closed on January 3, 2017. All procedures mandated by the State Construction Office were followed. The pre-selection committee interviewed four designers on February 6 and 7, 2017. Following is the recommendation in ranked order:

1. Elm Engineering – Charlotte, NC – Kim Reitterer
2. Stanford White – Raleigh, NC – Bill Smith
3. Optima Engineering – Raleigh, NC – Steven Daley

Upon approval of the Montgomery Community College Board of Trustees, these candidates will be submitted to the State Construction Office for fee negotiation and preparation of the owner-designer agreement.

Claudia Bulthuis, Chairman
Montgomery Community College Board of Trustees

Approval Process for FORMAL CAPITAL PROJECT (HVAC Building 200)

1. _____ Advanced Planning (budget analysis/space allocation/feasibility)
 1. Purchase Property _____
 2. Asbestos Inspection _____
 3. Phase I or II Environmental Assessments _____
2. Sep. 14 _____ Submit 3-1 to Board of Trustees for Approval
3. _____ Submit for NCCCS State Board Approval (with county signature)
4. Nov. 18 _____ Receive 3-1 State Board Approval (send to SCO later)
5. Dec. 6 _____ Advertise for Architect (use SCO website) Jan. 3, 2017 close date
6. Jan. 25 _____ Pre-Selection Committee meets – choose to interview no less than 3
7. Feb. 6&7 _____ Interview architects and make recommendation to Board of Trustees
8. _____ Board of Trustee approval of architect ***Amend 3-1 if over budget***
include bid tab sheet and Letter from Architect
9. _____ Send form Letter to SCO to approve architect – include:
Top 3 ranked architects, date of board approval, advertise date, ad close date and attached cc of 3-1 that has NCCCS approval
10. _____ Send letter of award to Architect
11. _____ Send form letter to Architects not receiving project
12. _____ SCO approval of Architect
13. _____ Designer fee negotiated by VP (Admin) and approved by SCO (formal only)
14. _____ Advertise for General Contract (get affidavits of ads)
15. _____ Designer to conduct construction pre-bid.
16. _____ BID OPENING DATE – conducted by Architect/Designer
17. _____ Board of Trustee approval of General Contractor in formal meeting. *Have 3-1 signed, letter of award to GC by President, bid tab sheet, bid summary sheet and Minority Affidavits C and D.*
18. _____ Submit above package to SCO and NCCCS
19. _____ Ground Breaking Ceremony (if applicable)
20. _____ Receive approval of GC from SCO.
21. _____ Receive contracts from SCO for GC
22. _____ Receive notice to proceed from SCO
23. _____ Site meetings from SCO to be held the _____ of each month.
24. _____ Final Inspection from SCO
25. _____ Meet with Business offices on OTHER expenses to reconcile total project costs.
26. _____ Submit 3-3 to NCCCS upon completion of project (with county signature)
27. _____ Close-out project in Interscope
28. _____ Enter Interscope Review for GC and Architect

Personnel Committee
Wednesday, February 8, 2017
6:00 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix H**
- ❖ **302.01 Foreign National Employment Policy – First Reading – Appendix I**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 5:57 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
Sharon Cupples
Anna Hollers (via telephone)

Absent

Paula Covington

Others Present

George Gilbreath
Ron Kincaid
Gordon Knowles
Andrea Marshall
Johnny McKinnon
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Capel and all committee members were present, except Paula Covington.

Approval of November Committee Minutes – Appendix L

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve the November Committee minutes. The motion carried.

Introduction of New Employees

Claudette Thomas, Custodian/Maintenance Staff – Appendix M

Tonya Luck, Accountant, Appendix M-1

Mrs. Capel reported that two new employees will be introduced at the Board Meeting.

There being no further business, the meeting adjourned at 5:58 p.m.

Current Policy

302.01 Foreign National Employment Policy

When hiring any non-US citizen, Montgomery Community College adheres to the policies set forth by the Office of State Controller (OSC).

MCC will track required information on Non-US citizens when hiring and/or making non-salary payments as established by the Office of State Controller. Non-US Citizens will complete the necessary paperwork to track and report payments to them in accordance with State/Federal guidelines as listed below.

POLICY:Hiring Permanent/Temporary non-US Citizens:

1. In addition to the I-9 Form, require all non-US Citizens to fill out the ***Foreign National Information Data Gathering Form*** at the time they are hired.
2. The foreign national's ***full name (first, middle, last), date of birth,*** and ***social security number*** will be emailed to the OSC Foreign National Team (Foreign.National.Team@ncosc.net).
3. The information from the data gathering form will be entered into the Tax Navigator by the HR representative and then placed in the employee's file.
4. The original signed form is sent to the OSC Foreign National Team.

Non-Salary Payments to non-US Citizens:

1. Require all potential contractor(s) to complete an ***I-9 Form***. When it is determined that the payee is not a US Citizen, have the contractor(s) complete a ***Foreign National Information Data Gathering Form***.
2. A copy of the form is faxed to the OSC Foreign National Team (919-981-6651) for review.
3. The foreign national contractor will sign to approve the information. The form is then sent to the VP of Administrative Services for the authorized signature. A copy is made for distribution to Accounts Payable.
4. The original signed form is sent to the OSC Foreign National Team.

Recommended Revisions

302.01 Foreign National Employment Policy

When hiring any non-US citizen, Montgomery Community College adheres to the policies set forth by the Office of State Controller (OSC).

~~MCC will track required information on Non-US citizens when hiring and/or making non-salary payments as established by the Office of State Controller. Non-US Citizens will complete the necessary paperwork to track and report payments to them in accordance with State/Federal guidelines as listed below.~~

Montgomery Community College must withhold and report payments to foreign national (employees, contractors, vendor and students) in accordance with Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

POLICY:

~~Hiring Permanent/Temporary non-US Citizens:~~

- ~~1. In addition to the I-9 Form, require all non-US Citizens to fill out the **Foreign National Information Data Gathering Form** at the time they are hired.~~
- ~~2. The foreign national's **full name (first, middle, last), date of birth,** and **social security number** will be emailed to the OSC Foreign National Team (Foreign.National.Team@ncose.net).~~
- ~~3. The information from the data gathering form will be entered into the Tax Navigator by the HR representative and then placed in the employee's file.~~
- ~~4. The original signed form is sent to the OSC Foreign National Team.~~

~~Non-Salary Payments to non-US Citizens:~~

- ~~1. Require all potential contractor(s) to complete an **I-9 Form**. When it is determined that the payee is not a US Citizen, have the contractor(s) complete a **Foreign National Information Data Gathering Form**.~~
- ~~2. A copy of the form is faxed to the OSC Foreign National Team (919-981-6651) for review.~~
- ~~3. The foreign national contractor will sign to approve the information. The form is then sent to the VP of Administrative Services for the authorized signature. A copy is made for distribution to Accounts Payable.~~
- ~~4. The original signed form is sent to the OSC Foreign National Team.~~

Definitions

A foreign national is “a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and not become a naturalized United States citizen under United States law. This includes legal permanent residents; also known as permanent resident aliens.” A foreign national owes allegiance to or is under the protection of a country other than the United States.

Aliens are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to NRAs are subject to different tax withholding, reporting and liability requirements.

A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. RAs are generally taxed in the same way as U.S. citizens. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of RAs is subject to the graduated tax rates that apply to U.S. citizens.

A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. NRAs are taxed according to special rules contained in certain parts of the Internal Revenue Code.

For additional information please contact the Human Resources Coordinator at Montgomery Community College.

Revised Policy

302.01 Foreign National Employment Policy

When hiring any non-US citizen, Montgomery Community College adheres to the policies set forth by the Office of State Controller (OSC).

Montgomery Community College must withhold and report payments to foreign national (employees, contractors, vendor and students) in accordance with Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

Definitions

A foreign national is “a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and not become a naturalized United States citizen under United States law. This includes legal permanent residents; also known as permanent resident aliens.” A foreign national owes allegiance to or is under the protection of a country other than the United States.

Aliens are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to NRAs are subject to different tax withholding, reporting and liability requirements.

A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. RAs are generally taxed in the same way as U.S. citizens. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of RAs is subject to the graduated tax rates that apply to U.S. citizens.

A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. NRAs are taxed according to special rules contained in certain parts of the Internal Revenue Code.

For additional information please contact the Human Resources Coordinator at Montgomery Community College.

Curriculum and Student Services Committee
Wednesday, February 8, 2017
6:05 p.m.

Committee Members

Ron Kincaid, Chairman
Andrea Marshall, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
George Gilbreath

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix J – Action**
- ❖ **Update from Instruction – Appendix K**
- ❖ **Update from Vice President of Student Services – Appendix L**
- ❖ **2017-2018 Academic Calendar – Appendix M – Action**
- ❖ **Update from Dean of Continuing Education – Appendix N**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment D

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2017 at 5:58 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Andrea Marshall, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
George Gilbreath

Absent**Others Present**

Gelynda Capel
Anna Hollers (via telephone)
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

Approval of November Committee Minutes – Appendix N – Action

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

Notification of Early College Approval – Appendix O

Dr. Bledsoe reported that the college was approved for an early college. Classes will begin in August 2017.

Mr. Proctor reported that there will be 100 high school students enrolling in August, 50 Freshman and 50 Sophomores. This is a five-year program with students graduating with a high school diploma and associate degree. Most classes will be in Building 200. The Montgomery County School Board has begun their interview process for staff and instructors. The application process for students has already begun. Students will be able to participate in extracurricular activities at their respective high schools.

Dr. Bledsoe reported that the faculty have been kept up to date on the process and aware of the upcoming changes regarding the early college, they are aware that there may be challenges having high school students on campus, but are prepared to handle those.

Mr. Kincaid suggested that Dr. Heather Seawell, principal of the Early College, attend a Board meeting to keep the Trustees informed of the progress of the Early College.

It was noted that there were only 10 counties in North Carolina that do not have an early college.

Update from Instruction – Appendix P

Mr. Proctor gave an update on instructional activities as presented in Appendix P.

Mrs. Bulthuis commented on the seven versus ten point grading scale and noted that there is a student who will no longer attend Montgomery Community College because of the seven point grading scale. Mr. Proctor reported that this will be discussed with the Faculty Senate.

Termination of Curriculum Programs – Appendix Q – Action

Mr. Proctor reported that the State Board of Community Colleges requires colleges to terminate a program with no enrollment for two years, an extension may be granted if requested. Five programs meet the criteria for termination. Industrial Systems currently has enrollment through the Apprenticeship program and CCP and will not be terminated. He has requested an extension for Welding because it will be needed for CCP courses. Emergency Medical Science is being run through continuing education, there is also discussion regarding offering this with a partnership with Montgomery County Schools, Mr. Proctor has requested an extension for this program as well.

Infant Toddler Care Certificate and Lateral Entry programs are being presented to be terminated, due to no enrollment for two years.

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the termination of the Infant Toddler Care Certificate and Lateral Entry programs. The motion carried.

Update from Vice President of Student Services – Appendix R

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

Update from Dean of Continuing Education – Appendix S

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

There being no further business, the meeting adjourned at 6:27 p.m. The motion carried.

**Board Report
Vice President of Instruction
February 2017**

Professional Development – Robert Nelson completed a “training the trainer” 5 day workshop on mental health first aid. The course trains facilitators to present an 8-hour course that teaches “front line” employees how to identify, understand, and respond to signs of mental illnesses and substance use disorders. The College will begin offering the course in small groups to the faculty and staff as part of professional development.

Program Status- The North Carolina Community College System approved the Associate Degree in Nursing Program at the January 20, 2017 meeting. The next step will be getting the approval of the Board of Nursing to offer the program. The Nursing staff is working on completing the Board of Nursing application as soon as possible.

The Gunsmithing program had 32 students and two instructors participate in the National Shooting Sports Foundation annual Shot Show. Students had the opportunity to participate in classes and talk to vendors and suppliers. The students and faculty also spent time thanking those organizations and individuals who continue to provide support to the program.

Community Involvement – Thank you to Amy Friery for organizing the MLK Challenge Day at the College again this year. Volunteers from the College and community packed over 10,000 meals for use by local food banks and backpack programs. Packaging of the meals was a well-organized process that took less than an hour to complete.

MCC Board of Trustees – February 8, 2017 Update from the Student Services Division

Highlights & Previews

- Counseling & Career Development Center Staff have been busy visiting classes to explain the services available to students through the Center.
- Web Attendance, an online software that allows faculty to record and track attendance, is being tested by a small group of instructors this spring.
- MCC representatives presented information about the benefits of attending college, scholarships, and other forms of financial aid to seniors and their parents at a breakfast meeting at West Montgomery High School February 4.
- The Director of Student Life & Recruitment will attend a NCCCS Student Life Advisory Board meeting February 9.

For review and approval: 2017-18 Academic Calendar

Fall Semester 2017

June 19 – 30	Advising for Fall Semester (Summer 2017 students)
July 10 – 21	Fall Registration by Appointment (new students)
August 16	Late registration
August 21	Classes begin
August 30	Last day to drop classes with a 75% tuition refund
September 4	Labor Day holiday
October 16 - 17	Fall break
October 18	Mid-term
October 19	2 nd 8-weeks session begins
October 23 – November 3	Advising for Spring Semester (current students)
October 23	WebAdvisor opens for current students
November 1	Financial Aid priority deadline for Spring Semester
November 6 – 17	Spring Registration by Appointment (new students)
November 6	WebAdvisor opens for all students
November 15	Last day to drop w/W
November 22 - 26	Thanksgiving holiday break
December 18	Term ends

Spring Semester 2018

January 3	Late registration
January 8	Classes begin
January 15	Martin Luther King holiday
January 18	Last day to drop classes with a 75% tuition refund
March 5	Mid-term
March 6 - 11	Spring break
March 12	2 nd 8 weeks session begins
March 12 – 23	Advising for Summer Session (current students)
March 12	WebAdvisor opens for current students
March 26 – April 6	Summer registration by appointment (new students)
March 26	WebAdvisor opens for all students
April 1	Financial Aid priority deadline for Summer Session
April 2	Easter holiday
April 9	Last day to drop w/W
May 7	Term ends
May 9	Graduation

Summer Session 2018

May 16	Late registration
May 21	Classes begin
May 24	Last day to drop classes with a 75% tuition refund
May 28	Memorial Day holiday
June 18	Mid-term
June 18 – 29	Advising for Fall Semester (current students)
June 18	WebAdvisor open for current students
July 1	Financial Aid priority deadline for Fall Semester
July 2 – 8	Independence Day holiday break
July 9 – 20	Fall registration by appointment (new students)
July 9	Last day to drop w/W
July 9	WebAdvisor open for all students
July 23	Term ends



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

Occupational Extension:

- Drones:
 - The county and federal officials searching for a person in the Uwharrie called in MCC's drone program to assist with a real search and rescue effort. The instructor and director reported and provided aerial video
 - Invited to a statewide fire and rescue event in Ellerbe to demonstrate drone use in that industry

Heritage Crafts

- Hosted pottery workshop for Dr. Joyner's Biology students on Friday, January 27th. Students created a cell structure model from clay. The model will be fired and painted.
- MCC hosted NC Custom Knifemakers Guild meeting January 21st, with over 30 ppl in attendance

Business and Industry:

- Completed NIST (National Institute of Standards and Technology) surveys for closed projects with Longworth and Carolina Dairy to measure the economic impact the projects had
- McRae Industries in partnership with MCC received approval for an 18 month Customized Training project
- Held HR Managers meeting on 1/26/17 where the group heard a presentation from the EEOC (12 different businesses/organizations were represented at this meeting)

Legislative/Public Relations Committee
Wednesday, February 8, 2017
6:20 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix O – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **House Bill 14 – Appendix P**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix Q**
- ❖ **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, January 11, 2017 at 6:27 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent

Paula Covington, Vice Chairman

Others Present

Phil Absher
Sharon Cupples
George Gilbreath
Anna Hollers (via telephone)
Ron Kincaid
Gordon Knowles
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

Approval of November Committee Minutes – Appendix T – Action

Mrs. Bulthuis made a motion, seconded by Dr. McKinnon, to approve the November Committee minutes. The motion carried.

Legislative Budget Priorities – Dr. Chad Bledsoe – Appendix U

Dr. Bledsoe presented Appendix U, the 2017-2019 Budget Priorities from the North Carolina Community College System.

Public Relations/Marketing Update – Mrs. Michele Haywood – Appendix V

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

There being no further business, the meeting adjourned at 6:33 p.m.

**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2017**

H.B. 14
Jan 25, 2017
HOUSE PRINCIPAL CLERK

H

D

HOUSE BILL DRH40010-MK-28 (01/03)

Short Title: Montgomery CC/Bd. of Trustees. (Local)

Sponsors: Representative Burr.

Referred to:

A BILL TO BE ENTITLED

AN ACT TO MODIFY THE APPOINTMENT METHOD OF THE MONTGOMERY
COMMUNITY COLLEGE BOARD OF TRUSTEES.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 115D-12 reads as rewritten:

"§ 115D-12. Each institution to have board of trustees; selection of trustees.

(a) Each community college established or operated pursuant to this Chapter shall be governed by a board of trustees consisting of 13 members, or of additional members if selected according to the special procedure prescribed by the third paragraph of this subsection, who shall be selected by the following agencies. No member of the General Assembly may be appointed to a local board of trustees for a community college.

Group One – four trustees, elected by the board of education of the public school administrative unit located in the administrative area of the institution. If there are two or more public school administrative units, whether city or county units, or both, located within the administrative area, the trustees shall be elected jointly by all of the boards of education of those units, each board having one vote in the election of each trustee, except as provided in G.S. 115D-59. No board of education shall elect a member of the board of education or any person employed by the board of education to serve as a trustee, however, any such person currently serving on a board of trustees shall be permitted to fulfill the unexpired portion of the trustee's current term.

Group Two – four trustees, elected by the board of commissioners of the county in which the institution is located. Provided, however, if the administrative area of the institution is composed of two or more counties, the trustees shall be elected jointly by the boards of commissioners of all those counties, each board having one vote in the election of each trustee. Provided, also, the county commissioners of the county in which the community college has established a satellite campus may elect an additional two members if the board of trustees of the community college agrees. No more than one trustee from Group Two may be a member of a board of county commissioners. Should the boards of education or the boards of commissioners involved be unable to agree on one or more trustees the senior resident superior court judge in the superior court district or set of districts as defined in G.S. 7A-41.1 where the institution is located shall fill the position or positions by appointment.

Group Three – four trustees, appointed by the ~~Governor~~ General Assembly under G.S. 120-121, two of whom shall be appointed upon recommendation of the Speaker of the House of Representatives and two of whom shall be appointed upon recommendation of the President Pro Tempore of the Senate. The President Pro Tempore of the Senate shall make recommendations for terms expiring in 2017 and 2019, and every four years thereafter. The



* D R H 4 0 0 1 0 - M K - 2 8 *

1 Speaker of the House of Representatives shall make recommendations for appointments to terms
2 expiring in 2018 and 2020, and every four years thereafter.

3 Group Four – the president of the student government or the chairman of the executive board
4 of the student body of each community college established pursuant to this Chapter shall be an ex
5 officio nonvoting member of the board of trustees of each said institution.

6 (b) All trustees shall be residents of the administrative area of the institution for which
7 they are selected or of counties contiguous thereto with the exception of members provided for in
8 subsection (a) of this section, Group Four.

9 (b1) No person who has been employed full time by the community college within the prior
10 5 years and no spouse or child of a person currently employed full time by the community college
11 shall serve on the board of trustees of that college.

12 (c) Vacancies occurring in ~~any group~~ Groups One and Two for whatever reason shall be
13 filled for the remainder of the unexpired term by the agency or agencies authorized to select
14 trustees of that group and in the manner in which regular selections are made. Should the selection
15 of a Group One or Two trustee not be made by the agency or agencies having the authority to do
16 so within 60 days after the date on which a vacancy occurs, whether by creation or expiration of a
17 term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder
18 of the unexpired term. Vacancies occurring in Group Three shall be filled as provided in
19 G.S. 120-122."

20 **SECTION 2.** Notwithstanding G.S. 115D-12, as amended by this act, the current
21 members serving on the Montgomery Community College board of trustees as of the effective
22 date of this act shall serve the remainder of their terms. Thereafter, as terms expire, or when a
23 vacancy occurs prior to the expiration of a term, the board of trustees members shall be appointed
24 in accordance with G.S. 115D-12, as amended by this act. If a vacancy occurs in a Group Three
25 seat that was appointed by the Governor, the vacancy shall be filled by joint recommendation of
26 the Speaker of the House of Representatives and the President Pro Tempore of the Senate as
27 provided in G.S. 120-121. Upon expiration of that term, the member shall be appointed in
28 accordance with G.S. 115D-12.

29 **SECTION 3.** This act applies only to Montgomery Community College.

30 **SECTION 4.** This act is effective when it becomes law.

Public Relations / Marketing Highlights January 2017

January Marketing Activities

- *Montgomery Herald*
 - 50th Anniversary installments
- *Social Media & Website posts*
 - NC Custom Knifemaker's Guild "King of the Guild" competition
 - Dance 2B Fit video
 - MLK Jr. Day On
 - Early College
 - MCC Alumni page historical posts
- *Digital Campaign Highlights*
 - 300,000 impressions
 - 861 clicks on ads
 - 72% of clicks from mobile devices
 - 3,151 post-view conversions
 - Five lead conversions
- *Digital Sign Goes Disney*
 - Well, maybe not, but we're starting to create more animated slides for the sign which draw a lot of attention.

Facebook Top Posts for January

Total Likes 1626 (Up 33 from 1593 in December)

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
MCC	1/10/17	Welcome to Spring Semester (picture of snow)	969	33	37	7%
MCC	1/24/17	Early College High School	797	32	26	7%
MCC	1/4/17	Basketweaving with Chip Badgett	454	32	25	12.5%
MCC	1/11/17	MCC Alumni post share with Dr. Hampton	434	69	15	19%
MCC	1/17/17	MLK Jr. Day On Challenge	415	42	15	14%
MCC	1/24/17	Raven's Beak Knives post share	196	30	6	18%

TWITTER FOLLOWERS 603 UP 21 FROM 582 IN DECEMBER

**Institutional Status Committee
Wednesday, February 8, 2017
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
George Gilbreath**

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix R – Action**
- ❖ **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, January 11, 2017 at 6:33 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
George Gilbreath

Absent

Susan Eggleston

Others Present

Gelynda Capel
Sharon Cupples
Anna Hollers (via telephone)
Ron Kincaid
Gordon Knowles
Andrea Marshall
Adam Sexton,
SGA President

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; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

Approval of November Committee Minutes – Appendix W – Action

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

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

Montgomery Community College
SGA Report
February 8, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA is sponsoring a Valentine “Hearts in a Jar” guessing game.
- Spring Fling is scheduled for Tuesday, April 11 (rain date April 18).
- The application process for the 2017-18 Student Ambassador will begin in March.
- The SGA will be purchasing corn hole boards that will be produced by a local vendor.

**President's Report
February 8, 2017**

Activities since the January Board Meeting

1/12/17	Employee Meeting
1/16/17	Martin Luther King Day (College Closed)
1/17-20/17	SHOT Show
1/22-23/17	IIPS Conference
1/25-27/17	NCACCP Winter Meeting
1/30/17	Tour Central High School Land
2/1/17	West Middle Early College Presentation
2/2/17	Leadership Montgomery Welcome
	East Middle Early College Presentation
2/3/17	CIS Board Meeting
2/6-7/17	Architect/Engineer Interviews
2/8/17	Foundation Board Meeting
	Board of Trustees Meeting
	West High School Early College Presentation

Upcoming Activities

2/8/17	East High School Early College Presentation
2/16/17	MCC Early College Presentation – Open House
2/25/17	Board Retreat
3/8/17	Board of Trustees Meeting
3/29-31/17	NCACCT Law Seminar
4/1/17	Legislative Brunch



Board of Trustees Calendar of Events

2017

February 8, 2017	11:30 a.m.	Foundation Board Meeting
February 8, 2017	5:30 p.m.	Committee/Board Meeting
February 14, 2017	11:00 a.m.	Staff Senate Chili Cook Off
February 25, 2017	8:30 a.m.	Board Retreat
March 8, 2017	5:30 p.m.	Committee/Board Meeting
March 29-31, 2017		NCACCT Law Seminar, Raleigh
April 3, 2017	10:00 a.m.	Legislative Brunch
April 12, 2017	5:30 p.m.	Committee/Board Meeting
April 21, 2017	12:00 p.m.	MCC Foundation Golf Tournament
May 10, 2017	11:30 a.m.	Foundation Board Meeting
May 10, 2017	5:00 p.m.	Board of Trustees Meeting
May 10, 2017	7:00 p.m.	Graduation
June 14, 2017	5:30 p.m.	Committee/Board Meeting
August 9, 2017	11:30 a.m.	Foundation Board Meeting
August 9, 2017	5:30 p.m.	Committee/Board Meeting
August 10, 2017	5:30 p.m.	MCC 50th Anniversary Open House
September 7, 2017		MCC 50th Anniversary & Bell Dedication
September 13, 2017	5:30 p.m.	Committee/Board Meeting
September 22, 2017		MCC 50th Anniversary Gala
October 11, 2017	5:30 p.m.	Committee/Board Meeting
November 8, 2017	11:30 a.m.	Foundation Board Meeting
November 8, 2017	5:30 p.m.	Committee/Board Meeting