



# **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, June 14, 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.

**Trustee Recognitions – Claudia Bulthuis, Chairman**

**SECU Scholarships Awards– George Vann, State Employees Credit Union**

**Board Presentation – Andrew Gardner, Director of Business and Industry**

**Approval of May Board Meeting Minutes – Appendix A - Action**

**Standing Committees**

**\* Budget & Finance Committee**

May Local, State, and Institutional Funds Financial Reports – **Appendix B – Action**

April Foundation Fund Statements – **Appendix C**

Foundation Update – **Lynn Epps**

**\* Building & Grounds Committee**

Facilities Report – **Appendix D**

Incident Report – **Appendix E**

Environmental Safety Inspection Report – **Appendix F**

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

Notice of Building 200 Roof Replacement Completion – **Appendix H**

- \* **Personnel Committee**
  - Personnel Appointment
  - Counselor – **Appendix I**
  - Notice of Retirement – **Appendix J**
  - Notice of Termination – **Appendix K**
  - College Closing Recommendation – **Appendix L – Action**
  
- \* **Curriculum/Student Services Committee**
  - Update from Vice President of Instruction – **Appendix M**
  - Update from Vice President of Student Services - **Appendix N**
  - Update from Dean of Continuing Education – **Appendix O**
  - Student Fee Chart Revisions – **Appendix P – Action**
  - Termination of Curriculum Program – **Appendix P-1 – Action**
  
- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe
  - Conference Priorities – **Appendix Q**
  - Budget Tracking Sheet – **Appendix R**
  - Public Relations/Marketing Update – Michele Haywood – **Appendix S**
  
- \* **Institutional Status Committee**
  - SACSCOC Update – Carol Holton
  
- \* **SGA Report - Appendix T**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix U**
  - Request from Mark Dye – **Appendix V**
  
- \* **Chairman’s Report - Claudia Bulthuis**
  - 50 Trailblazers of MCC – **Appendix W – First Reading**
  - Calendar of Events – **Appendix X**
  
- \* **Adjourn - Action**

**Minutes**

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

**Wednesday, May 10, 2017**

**Call to Order**

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 5:00 p.m. by Claudia Bulthuis, Chairman, with the following members present:

**Present**

Phil Absher  
Claudia Bulthuis  
Gelynda Capel  
Paula Covington  
Sharon Cupples  
Susan Eggleston

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

**Absent**

Ron Kincaid

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Brenda Parsons, Network Administrator; Dr. Jimmie Williamson, NCCCS President; and Korrie Ervin, Assistant to the President.

**Welcome**

Mrs. Bulthuis welcomed all in attendance including, Brenda Parsons, Network Administrator.

**Approval of the Agenda - Action**

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the May 10, 2017 meeting as amended. The motion carried.

**Board of Ethics**

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

Mrs. Bulthuis reported that the Board is meeting as a committee of the whole.

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

Mr. Knowles made a motion, seconded by Mr. Gilbreath, to approve the April Committee and Board Meeting Minutes. The motion carried.

### **STANDING COMMITTEE REPORTS**

#### **Budget and Finance Committee**

##### April Local, State and Institutional Funds Financial Reports – Appendix B – Action

Mrs. McBride presented the April Local, State and Institutional Funds Financial Reports. She reported the following:

- As of April 30, 2017, County fund expenditures were \$551,409, 73% of the budget.
- There were \$184,560 available for Capital Expenditures.
- As of April 30, 2017, State fund expenditures were \$5,714,627, 77% of the budget.
- As of April 30, 2017, the Institutional Fund balance was \$704,334.
- As of April 30, 2017, the balance in the STIF account was \$188,110.

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

Mrs. McBride reported that full financial audit report has been printed and is available for review.

##### Write-Offs – Appendix C – Action

Mrs. McBride presented Appendix C, write offs for 2017. She noted that the North Carolina Community College System Accounting Procedures Manual requires Board approval to write off accounts where there has been no activity in the past three years. She noted that collection attempts will continue for these funds.

Mrs. Eggleston made a motion, seconded by Mrs. Marshall, to approve the 2017 write offs. The motion carried.

##### March Foundation Fund Statements – Appendix D

Mrs. Epps presented Appendix D, the March Foundation Fund Statements. Foundation assets total \$3,208,671.05

##### Foundation Update – Lynn Epps

Mrs. Epps reported that the Foundation Board met earlier today. The external annual fund drive will focus on establishing a 50<sup>th</sup> Anniversary Endowed Scholarship. Each Foundation Board member selected 10 people to contact for giving.

Following an advertisement in the Montgomery Herald, five additional legacy bricks have been sold.

The Golf Tournament raised \$12,400 with 14 teams playing in the event. The MCC employees have given 100% to the annual fund drive. Both Boards have been challenged to meet 100% giving as well.

### **Building and Grounds Committee**

#### **Facilities Report – Appendix E**

Mrs. McBride presented Appendix E, the facility report.

#### **Construction Update and Building Projects Timeline – Appendix F**

Dr. Bledsoe presented Appendix F, the Construction projects timeline. He noted that construction will begin soon on the HVAC for Building 200. Boomerang Architects will begin on the design phase for Building 100.

#### **Property Transfer Update – Appendix G – Action**

Dr. Bledsoe presented Appendix G, he noted that the property next to the college has been purchased by Montgomery County and transferred over to the College. Montgomery County Schools has requested that additional land be included in the transfer from Montgomery Community College to Montgomery County Schools, to include a road to connect the CTE Building to the parking lot behind Building 100.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the additional land needed for a road be included in the transfer of property to Montgomery County Schools. The motion carried.

#### **Rental Property Recommendation – Appendix H – Action**

Dr. Bledsoe presented Appendix H, an email from Matthew Woodard, County Manager, was presented noting that quarter cent sales funds can be used to pay for rental property.

Dr. Bledsoe reported that with upcoming renovations and expansion of the Gunsmithing Program there is a need to move the HVAC program out of Building 100 and the Department of Corrections training out of Building 200. The former Montgomery Motors location in Biscoe is available to be rented for \$2,000 per month. The college would also have to pay monthly for

power and water. Renovations will need to be made to meet the needs of the programs. An initial quote for electrical work will be between \$5,000-\$8,000.

Currently there are 11 students in the summer HVAC program.

It is projected that this building will need to be rented for at least two years.

Dr. Bledsoe will request the contract have a 90 day clause for either the property owner or the college to vacate the property. The college would not enter into a contract for more than one year at a time.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, for the college to enter into a contract to rent and offer classes at the proposed facility in Biscoe. The motion carried.

#### Building 200 Property Deed – Appendix H-1

Dr. Bledsoe presented Appendix H-1, the property deed for Building 200.

#### **Personnel Committee**

##### Personnel Appointment – Appendix I

Mrs. Capel introduced Brenda Parsons as the Network Administrator.

#### **Curriculum/Student Services Committee**

##### Update from Vice President of Instruction – Appendix J

Mr. Lee Proctor gave an update from Instruction.

##### Update from Vice President of Student Services – Appendix K

Mrs. Smith gave an update from Student Services.

##### Update from Dean of Continuing Education – Appendix L

Mr. Thill gave an update from Continuing Education.

#### **Legislative/Public Relations Committee**

##### Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe reported that the Senate has released their version of the state budget.

##### Public Relations/Marketing Update – Michele Haywood – Appendix M

Mrs. Haywood gave an update from Public Information.

### **Institutional Status Committee**

The Institutional Status Committee had no business to be conducted.

### **SGA Report – Appendix N – Adam D. Sexton**

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

Mrs. Bulthuis thanked Mr. Sexton for his service to the Board of Trustees.

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

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

- Dr. Bledsoe served on a President’s Panel at Northeast Community College in Tennessee discussing the road to the Presidency.
- The Forestry Alumni event was a great success.
- Orientation for the Early College was held in April and it was well attended.
- Friends of the NRA fundraiser was recently held and the college will receive \$6,000 in scholarship funds.
- Dr. Bledsoe, Mrs. Eggleston and Mrs. Bulthuis attended the Rural Day event in Raleigh.
- Graduation at Southern Correctional Institute will be Friday, May 12.
- Dr. Bledsoe will be teaching an online class during the summer.

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

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

- Pete Herron gave a great speech at the BLET Graduation.
- Rural Day event in Raleigh was wonderful; it showed a bigger picture of rural North Carolina.
- Mrs. Bulthuis asked each Board member to contribute to the 50<sup>th</sup> Anniversary Endowed Scholarship fund.
- The 50<sup>th</sup> Anniversary Events in August and September are shaping up to be very nice events and Mrs. Bulthuis encouraged all Board members to mark their calendars to attend these event.
- Graduation is tonight.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 5:48 p.m. The motion carried.

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Claudia Bulthuis, Chairman

**Budget & Finance Committee  
Wednesday, June 14, 2017  
5:30 p.m.**

**Committee Members**

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

**Agenda Items**

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **May Local, State, and Institutional Funds Financial Reports  
–Appendix B - Action**
- ❖ **April Foundation Fund Statements – Appendix C**
- ❖ **Foundation Update – Lynn Epps**
- ❖ **New Business**
- ❖ **Adjourn**



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

Appendix B

County Funds - May 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	5,500	500	92%
514000	FT Svc/Maint/Skilled Craft	155,832	12,731	143,101	12,731	92%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	76,368	6,767	92%
518100	Social Security	18,427	1,489	16,897	1,530	92%
518200	Retirement	39,363	3,225	36,138	3,225	92%
518300	Medical Insurance	44,664	3,815	40,850	3,814	91%
518700	Longevity Payments	2,172	-	2,171	1	100%
519030	Engineering Services	600	-	600	-	100%
519090	Waste Removal/Recycling	7,581	838	7,286	295	96%
519120	Lawns and Grounds Service	1,000	250	1,000	-	100%
519110	Pest Control Svcs Agreement	500	66	388	112	78%
521000	Custodial Supplies	14,000	827	12,763	1,237	91%
522000	Maintenance Supplies	16,863	2,312	11,722	5,141	70%
524000	Repair Supplies	8,746	238	6,368	2,378	73%
525000	Gas/Travel/Reimbursement	1,717	(0)	(122)	1,839	-7%
531140	In-State Lodging	500	-	130	370	26%
531150	In-State Meals	500	-	167	333	33%
531500	Registration Fees	1,308	160	1,278	30	98%
532200	Telephone	16,300	1,347	14,036	2,264	86%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	8,235	-	1,792	6,443	22%
533200	Water	11,560	973	8,680	2,880	75%
533300	Electricity	197,422	13,955	170,032	27,390	86%
533400	Garbage/Sewage Disposal	5,600	893	5,559	41	99%
535100	Equipment Repair	11,909	10,835	11,265	644	95%
535200	Repairs to Facilities	34,439	8,267	26,143	8,296	76%
535201	Repairs to Grounds-Supp	6,551	1,677	6,551	0	100%
535400	Service Contracts	16,800	1,176	13,261	3,539	79%
539200	PR-President's Office	600	-	294	306	49%
539500	Other Current Expense	1,739	-	41	1,698	2%
543000	Lease/Rental Other Equipment	2,515	254	1,658	857	66%
545000	Property Insurance	14,090	9,712	9,712	4,378	69%
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	163	1,830	163	92%
546100	Membership & Dues	1,000	-	1,000	-	100%
555100	Minor Equip Low Risk	1,149	-	1,149	(0)	100%
<b>Total Current Expense</b>		<b>750,800</b>	<b>82,468</b>	<b>633,877</b>	<b>116,923</b>	<b>84%</b>

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

Appendix B

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

Life-to-date Revenues as of State's March 2017 Report	\$ 364,732
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	58,049
	<hr/>
<b>Total Revenue</b>	<b>481,449</b>
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)	(58,729)
	<hr/>
Sub-total Life-to-date Revenues less Submitted Projects	16,033
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
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<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 5-31-17</b>	<b>\$ 191,033</b>
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**Montgomery Community College  
State Funds - Board Report for May 2017**

Appendix B

<b>State Funds - May 2017</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
511100 President	140,328	11,521	128,807	11,521	92%
511200 FT Senior Administrator	232,330	19,098	213,232	19,098	92%
511300 FT Professional Staff	932,391	75,354	857,899	74,492	92%
511310 PT Professional Staff	45,903	2,590	34,482	11,421	75%
512000 FT Support	60,146	4,897	55,249	4,897	92%
512010 PT Support	22,417	1,635	21,025	1,393	94%
512040 30 Hour Support	28,204	2,254	25,950	2,254	92%
513000 FT Faculty	1,834,160	135,977	1,693,748	140,412	92%
513010 PT Faculty	699,869	59,486	626,292	73,577	89%
513030 PT Teaching Assistant	11,188	1,238	9,925	1,263	89%
513040 30 Hour Faculty	37,064	2,663	34,401	2,663	93%
515000 FT Technical/Paraprofessional	416,672	34,070	382,602	34,070	92%
515010 PT Technical/Paraprofessional	101,172	9,840	93,602	7,570	93%
518100 Social Security	335,929	26,119	305,515	30,414	91%
518200 Retirement	625,022	48,972	576,447	48,575	92%
518300 Medical Insurance	416,512	33,859	378,139	38,373	91%
518700 Longevity Payments	52,053	417	51,044	1,009	98%
519000 Legal Services	1,103	-	1,103	1	100%
519010 Financial/Audit Service	44,000	-	5,820	38,181	13%
519020 Sys Implementation/Inte	77,367	-	17,215	60,152	22%
519040 Administrative Services	6,970	5,610	6,970	0	100%
519142 LAN Support Services	15,426	-	500	14,926	3%
519144 Managed Server Support	26,630	-	21,815	4,815	82%
519200 Other Contractual	2,350	-	2,350	-	100%
519400 Contracted Instruction	52,754	6,868	43,041	9,713	82%
519401 Online Tutoring-Contrac	5,522	1,874	5,522	(0)	100%
519700 Personal Service - 3rd Party	2,250	2,000	2,250	-	100%
523XXX Copies & Instructional Supplies	151,324	7,895	138,342	12,982	91%
527000 Other Supplies	67,878	7,376	60,399	7,479	89%
527005 Tires & Oil Changes	972	-	972	0	100%
531110 In-State Ground Transportation	18,761	1,770	17,114	1,647	91%
531140 In-State Lodging	16,617	1,751	15,634	983	94%
531150 In-State Meals	3,691	249	3,466	225	94%
531210 Out-of-State Ground Transportation	1,827	77	1,585	242	87%
531220 Out-of-State Air Transportation	1,474	-	1,474	0	100%
531240 Out-of-State Lodging	9,188	-	6,746	2,442	73%
531250 Out-of-State Meals	1,927	328	1,926	1	100%
531420 Board Expense - Subsistence	2,479	1,570	2,379	100	96%
531500 Registration Fees	24,053	1,597	21,051	3,002	88%
532100 Postage	13,744	2,000	6,757	6,987	49%
532700 Software Subscriptions	5,331	1,747	1,827	3,504	34%
535100 Equipment Repair	14,017	4,794	12,457	1,560	89%
535400 Service Contracts	885	-	225	660	25%
535430 Maint Agreement-Equipment	4,130	760	1,340	2,790	32%
535450 Maint Agreement-NonWAN - Curr	21,087	5,711	15,481	5,606	73%
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%

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

Appendix B

<b>State Funds - May 2017</b>		<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
535495	Maint. Agree.-Server	5,336	-	5,336	(0)	100%
537000	Advertising	58,000	4,852	31,970	26,030	55%
537100	Advertise Vacant Positions	9,925	2,704	9,800	125	99%
539400	Magazine/Newspaper Subscriptions	2,960	-	2,960	0	100%
539500	Other Current Expense	9,754	-	9,342	412	96%
539520	Electronic Processing	10,752	617	9,868	884	92%
539700	Childcare - 530 Purpose	22,618	1,827	13,014	9,604	58%
542403	Rental/Lease Servers	1,579	320	1,259	320	80%
544000	NonWAN Data Process Software	395	-	-	395	0%
544010	Software License Renewal	75,566	7,867	73,137	2,429	97%
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	15,193	5,748	14,298	895	94%
546200	Accreditation Expense	4,135	-	4,135	-	100%
555100	Minor Equip Low Risk <\$5K	45,547	2,357	14,681	30,866	32%
555200	Minor Equip High Risk	10,066	-	10,067	(1)	100%
<b>1</b>	<b>Total Current Expense</b>	<b>6,865,429</b>	<b>550,258</b>	<b>6,105,188</b>	<b>760,241</b>	<b>89%</b>
552000	Non-WAN Data Processing	20,209	-	20,209	(0)	100%
552072	Server	40,931	-	40,931	(0)	100%
552030	Voice Communication Equ	12,642	-	12,642	0	100%
<b>1</b>	<b>553000 Educational Equipment</b>	<b>379,986</b>	<b>-</b>	<b>12,600</b>	<b>367,386</b>	<b>3%</b>
555100	Minor Equipment Low Risk	29,702	-	29,702	0	100%
555200	Minor Equipment High Risk	32,167	13,297	32,168	(1)	100%
556100	Books	31,573	4,950	29,693	1,880	94%
	<b>Total Capital Expense</b>	<b>547,210</b>	<b>18,247</b>	<b>177,944</b>	<b>369,266</b>	<b>33%</b>
	<b>Total Expenses</b>	<b>7,412,639</b>	<b>568,505</b>	<b>6,283,132</b>	<b>1,129,507</b>	<b>85%</b>

**1** 100% of current expense expected to be expended by June 30th except categorical allocations and equipment (which can be carried over to the next fiscal year).

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

<b>Institutional Funds - May 2017</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	276	20	802
01-132	Overhead Receipts 75%	80	84	2,742	4,799	11,649
01-133	Current General & Misc	42	42	1,084	2,458	9,789
01-134	Admin Support	42	(126)	3,859	1,629	2,230
01-135	Overhead Receipts 25%	27	-	913	-	7,466
01-142	Textbook Rental	50	691	24,531	26,792	10,042
01-222	Forestry Program	577	-	580	2,766	10,045
01-291	Specific Fees: Phleboto	-	-	555	359	2,621
01-291	Specific Fees: Electron	50	-	575	-	2,125
01-291	Specific Fees: Medical	81	1,980	5,580	3,602	42,205
01-291	Specific Fees: Dental	-	-	300	-	300
01-291	Specific Fees: NET/TEAS	148	-	1,308	2,135	13,566
01-291	Specific Fees - LP	-	1,161	2,519	2,825	6,237
01-291	Specific Fees: Taxiderm	-	-	781	746	3,828
01-291	Specific Fees: Gunsmith	-	-	6,192	5,738	3,914
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	3,447	3,872	61,161	37,404	46,286
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	1,035	651	1,720
01-363	Small Business Center	-	214	1,800	2,483	8,098
01-391	Specific Fees: Occ. Ext	1,230	775	19,066	15,928	64,788
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	541	(3,805)	7,496	7,812	35,931
01-622	Sales Tax Utilization	-	-	11,692	11,692	-
01-715	Vending	1,373	1,373	8,680	8,680	-
02-131	College Work Study	2,228	2,228	29,990	29,990	-
02-228	Self Supp. Curriculum	1	-	92	770	27,510
02-229	Distance Learning	10	-	91	-	-
02-237	Perkins Prof Dev	-	-	13,241	13,241	-
<b>1</b> 02-238	Perkins Prof Develop	-	2,622	-	2,622	(2,622)
<b>1</b> 02-241	Perkins Automation Soft	-	2,450	-	2,450	(2,450)
02-292	Tech Fee-Curr	1,758	194	19,672	11,323	112,597
02-383	Fire Training Center Gr	10,444	517	12,339	12,208	9,682
02-384	Lead the Way Grant	-	-	1,250	1,250	-
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
<b>1</b> 02-429	Vo-Ed PT Curr Support	765	767	7,876	8,643	(767)
<b>1</b> 02-511	Voc-Ed Counseling	1,284	1,284	13,060	14,344	(1,284)
<b>1</b> 02-512	Voc-Ed Tutor Funds	425	126	1,716	1,842	(126)
02-823	FSEOG	-	-	11,749	11,749	-
02-824	Pell Grant	-	(2,181)	998,744	996,563	2,181
02-831	Educ. Lottery Schol.	-	-	46,513	46,513	-
02-833	Golden LEAF	-	-	11,712	10,942	771
02-835	NC Comm Coll Grt	-	-	56,379	56,379	-
02-836	High Demand/Low Enrol	-	-	1,699	1,699	-
<b>2</b> 02-837	MCC Foundation Scholar	-	500	108,707	108,783	(76)

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

<b>Institutional Funds - May 2017</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
	01-121 Pell Overpayments	-	-	-	-	-
<b>3</b>	02-838 Wells Fargo Scholarship	-	-	250	500	(250)
	02-839 Less Than Half-time	-	-	720	720	-
	02-842 SGA President Scholar	-	-	1,500	1,500	-
	02-845 SECU Scholarships	-	-	6,250	6,250	-
	05-227 Daycare Center	-	-	-	-	353
	05-715 Vending	569	1,373	6,258	8,762	13,036
	05-716 Bookstore Vending	2	-	24,122	6,477	78,333
	05-720 Bookstore	56	-	530	-	-
	05-721 General Store	1,560	525	27,885	27,115	1,591
	05-740 Parking Fee	361	-	4,608	-	34,008
	05-770 Stud Govt Assoc	442	1,146	28,322	21,942	24,462
	05-771 Graduation Fund	388	2,035	5,190	7,003	1,989
	05-774 Stud. Amabassador	111	920	3,237	1,509	28,098
	07-918 Capital Projects	-	41,897	74,113	74,113	-
	07-924 Duke Energy Grant	-	-	-	-	2,089
<b>4</b>	07-925 Bond-Workplace Dev Renovation	-	1,301	13,500	14,801	(1,301)
<b>4</b>	07-925 Bond-Bldg 200 HVAC Replacement	-	3,300	-	3,300	(3,300)
	09-772 Club Accounts	-	-	-	-	48,228
<b>5</b>	09-773 Agency Fund	-	-	-	-	(9,782)
	09-775 Funds for Others	-	-	-	-	6,735
	09-777 Loan Funds Held & Dist	-	-	-	-	2,300
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>28,092</b>	<b>67,266</b>	<b>1,694,063</b>	<b>1,643,824</b>	<b>663,658</b>

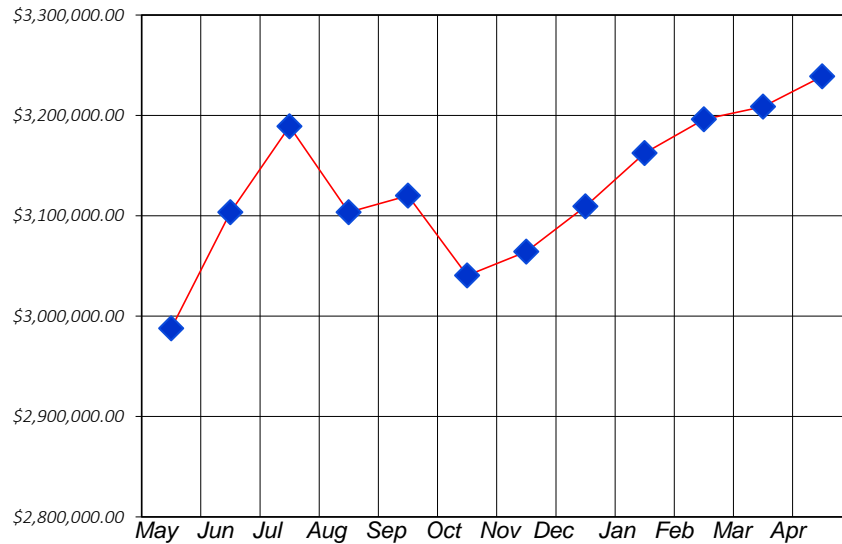
<b>STIF Account as of 05/31/17</b>		<b>Interest This Period</b>	<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
	01-621 Operational Funds	40	378	42,232	42,610
	02-229 Distance Learning	10	91	10,209	10,300
	02-292 Technology Fees	71	671	74,984	75,655
	05-720 Bookstore	56	530	59,192	59,721
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>177</b>	<b>1,670</b>	<b>186,617</b>	<b>188,287</b>

- 1 Randolph Community College (PERKINS)**
- 2 Scholarship due from Foundation**
- 3 Scholarship due from Wells Fargo**

## Montgomery Community College Foundation Funds Statement FY 2016-2017

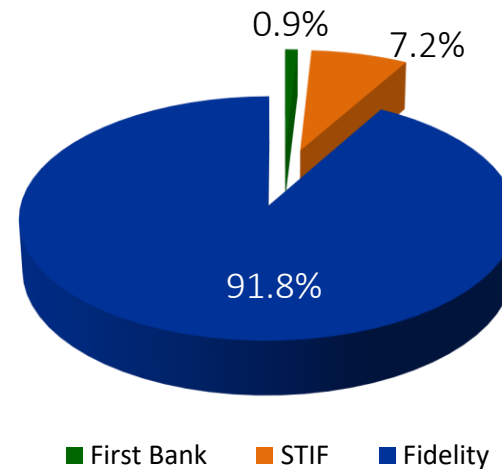
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of April 2017			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$2,742,627.59</b>	<b>\$242,843.84</b>	<b>\$117,963.19</b>	<b>\$3,103,434.62</b>	<b>\$2,942,306.92</b>	<b>\$238,532.11</b>	<b>\$27,832.02</b>	<b>\$3,208,671.05</b>
<b>Receipts</b>								
Interest/Gains	\$56,819.24	\$2,094.69	\$4.41	\$58,918.34	\$3,980.15	\$196.66	\$0.46	\$4,177.27
Deposits	\$22,441.69	\$153,860.71	\$123,725.32	\$300,027.72	\$0.00	\$9,048.68	\$16,912.38	\$25,961.06
<b>Total Receipts</b>	<b>\$79,260.93</b>	<b>\$155,955.40</b>	<b>\$123,729.73</b>	<b>\$358,946.06</b>	<b>\$3,980.15</b>	<b>\$9,245.34</b>	<b>\$16,912.84</b>	<b>\$30,138.33</b>
<b>Disbursements</b>								
Withdrawals/Fees	\$96,498.81	\$164,043.88	\$211,240.16	\$471,782.85	\$1,684.49	\$13,022.09	\$14,292.10	\$28,998.68
<b>Total Disbursements</b>	<b>\$96,498.81</b>	<b>\$164,043.88</b>	<b>\$211,240.16</b>	<b>\$471,782.85</b>	<b>\$1,684.49</b>	<b>\$13,022.09</b>	<b>\$14,292.10</b>	<b>\$28,998.68</b>
<b>Market Value Net Change</b>	<b>\$248,256.95</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$248,256.95</b>	<b>\$29,044.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,044.08</b>
<b>Ending Value</b>	<b>\$2,973,646.66</b>	<b>\$234,755.36</b>	<b>\$30,452.76</b>	<b>\$3,238,854.78</b>	<b>\$2,973,646.66</b>	<b>\$234,755.36</b>	<b>\$30,452.76</b>	<b>\$3,238,854.78</b>
<b>Net Change</b>	<b>\$231,019.07</b>	<b>(\$8,088.48)</b>	<b>(\$87,510.43)</b>	<b>\$135,420.16</b>	<b>\$31,339.74</b>	<b>(\$3,776.75)</b>	<b>\$2,620.74</b>	<b>\$30,183.73</b>

### Foundation Funds Value



Jul 2016 - Jun 2017

### Foundation Funds Distribution



**Building & Grounds Committee**  
**Wednesday, June 14, 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**
- ❖ **Facilities Report - Appendix D**
- ❖ **Incident Report - Appendix E**
- ❖ **Environmental Safety Inspection Report – Appendix F**
- ❖ **Construction Update and Building Projects Timeline – Appendix G**
- ❖ **Notice of Building 200 Roof Replacement Completion – Appendix H**
- ❖ **New Business**
- ❖ **Adjourn**



Board Report

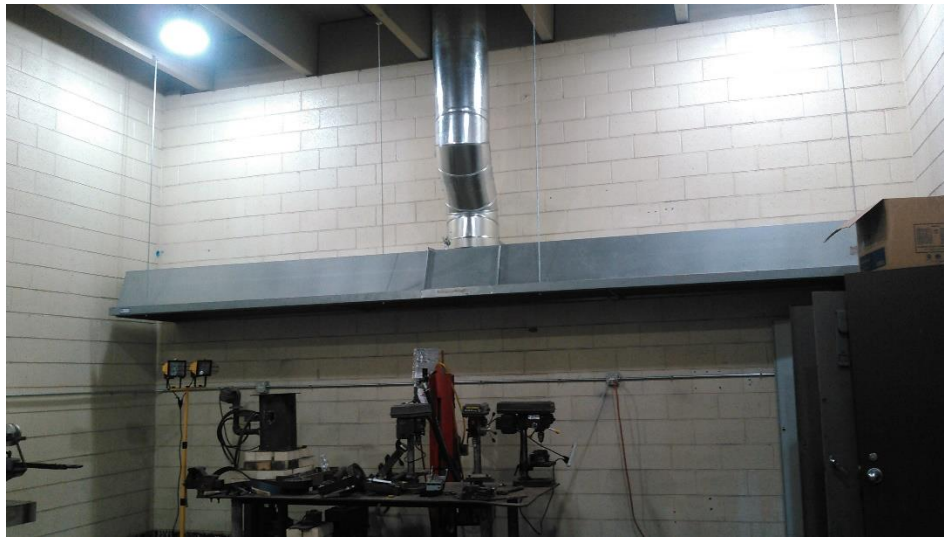
Facilities

June 2017

Prepared By: Wanda Frick

Director of Facilities

The Bladesmith Area (166B) now has an operable ventilation system in place. This system will be used while operating forges in the classroom.



In Building 200, the large machine was used to grind and polish the concrete floors in classrooms.



Below are several pictures showing the patching and painting of the hallways in Building 200.



<b>Daily Crime/Incident Log/Clery Act Log</b>			
<b>Nature (Classification)</b>	<b>Date/Time Reported</b>	<b>Date/Time Occurred</b>	<b>General Location</b>
Vehicle damage PVA	5/17/2017/5:10 pm	5/17/2017/5:10 pm	Rear lot C, Building 100
Student Conduct issue	5/19/2017/11:00 am	5/19/2017/11:00 am	Building 100



May 25, 2017

Wanda Frick  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371-8387

Dear Wanda:

Attached is a summary of services performed by the Environmental Health and Safety Institute (EHSI) Montgomery Community College on May 16, 2017. If you have any questions, or if you would like to schedule another visit, please call me at 828-694-1749.

Please take a moment to explore our updated website at [www.blueridge.edu/ehsi](http://www.blueridge.edu/ehsi). Here you will find a wide range of resources that will be useful to all aspects of your college's safety program. There is also a calendar page that shows all of the online training events scheduled through EHSI's SafetyNet online training service at [ehsi.webex.com](http://ehsi.webex.com). SafetyNet has proven to be a useful resource as EHSI has utilized it to deliver OSHA required training to thousands of college employees across the state. To find out more about SafetyNet, or to schedule an online class for your College, please contact Anne McKay at [ehsi@blueridge.edu](mailto:ehsi@blueridge.edu) or (828) 694-1767.

Sincerely,

A handwritten signature in black ink that reads "J. Allen McCullough".

J. Allen McCullough MESH, CESCO  
Director-EHSI

cc. Dr. Chad Bledsoe, President

## Environmental Health and Safety Institute Visit Report

**College:** Montgomery Community College  
**Location:** Troy, NC  
**Date of Visit:** May 16, 2017  
**Visited By:** Allen McCullough MESH, CESCO  
**Primary Contact:** Wanda Frick

### Visit Activities:

Fume Hood Testing:

The fume hood in the science lab was tested to determine if it meets the standards set forth in OSHA 29CFR1910.1450(e)(3)(iii) and SEFA 1-2006 Rev 1, Laboratory Fume Hoods Recommended Practices, Section 4.4.1 face velocity. The fume hood was found to be operating within the acceptable range and the results of the testing are listed below.

Room Number	Velocity fpm	Passed/Failed
Chemistry Lab 102	175 fpm	Passed

### Safety Inspection

A safety inspection was performed in order to identify existing workplace hazards. The following is a summary of findings including recommendations.

#### Chemistry Lab

- EHSI recommends that broken glass disposal containers in the lab be reserved for the disposal of broken labware only and not used for the disposal of empty glass containers.

#### Eyewash Stations

- Monthly documentation of eyewash testing and inspection is not being performed consistently throughout the campus. Eyewash stations should have their lines flushed weekly as well as undergo a documented monthly inspection to ensure proper functionality and accessibility.

#### Gunsmithing Lab

- The Delta drill press in the gun finishing room is still not equipped with a chuck guard. Although drill presses typically do not come equipped with chuck guards, they are still required by OSHA 1910.212(a).
- The fire extinguisher in the gunsmithing lab was observed to be blocked by a Dayton fan. Fire extinguishers must remain accessible at all times. 1910.157(c)(1)

#### Welding Shop 171

- The Jet drill press in the welding shop is not currently equipped with a chuck guard and also needs to be mounted to the floor. OSHA 1910.212(a), 1910.212(b)
- An electrical panel in the welding shop was observed to be blocked by materials and equipment. Electrical panels must be provided with at least 36 inches of clearance at all times. 1910.303(g)(1)(i)(A)

- EHSI recommends that electrical outlets near bay doors and exits, such as in the welding shop, be equipped with GFCI protection due to the likelihood that they will be utilized to power tools and equipment being used outdoors. 1910.305(j)(2)(iv)

#### Machine Shop 170

- The Rockwell drill press in the machine shop is still not equipped with a chuck guard. Removable guards are available in the shop however it is recommended that a permanent swing guard be attached to the drill press. The drill should also be mounted to the floor. OSHA 1910.212(a), 1910.212(b)
- Adjustments need to be made to the pedestal grinders in the machine shop to ensure that the work rests remain within 1/8 inch from the wheels surface and tongue guards remain no more than ¼ inch from the wheel's surface. 1910.215(a)(4) and 1910.215(b)(9)
- The electric cord for one of the Baldor pedestal grinders still has broken insulation on the cord near the plug and needs to be repaired. 1910.334(a)(2)(ii)

#### Pottery

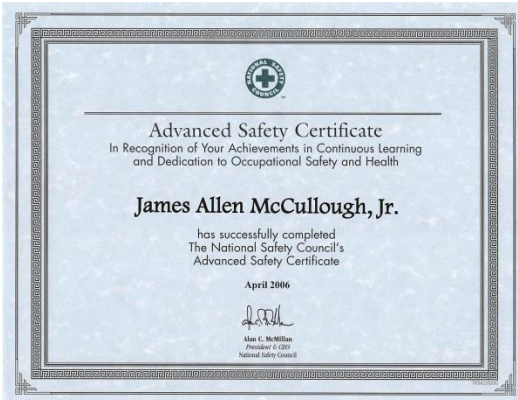
- The Porter-Cable bench grinder in the kiln area is not in compliance with 1910.215(a)(4) and 1910.215(b)(9). It appears that guards are being removed in order to increase the accessible grinding area of the wheel in order to allow the grinder to be used on the surface of finished wares. EHSI recommends an alternative method be adopted to achieve this task that doesn't require the improper use of equipment.

#### Maintenance Tool Room

- Adjustments need to be made to the Dayton Commercial bench grinder to ensure that the work rests remain within 1/8 inch from the wheels' surface and tongue guards remain no more than ¼ inch from the wheel's surface. 1910.215(a)(4) and 1910.215(b)(9)
- The Rockwood drill press in the machine shop is not equipped with a chuck guard. OSHA 1910.212(a)
- A Makita handheld side grinder was tagged "Out of Service" due to a damaged electrical cord. The grinder should not be used until the cord has been repaired. 1910.334(a)(2)(ii)

#### Room 168

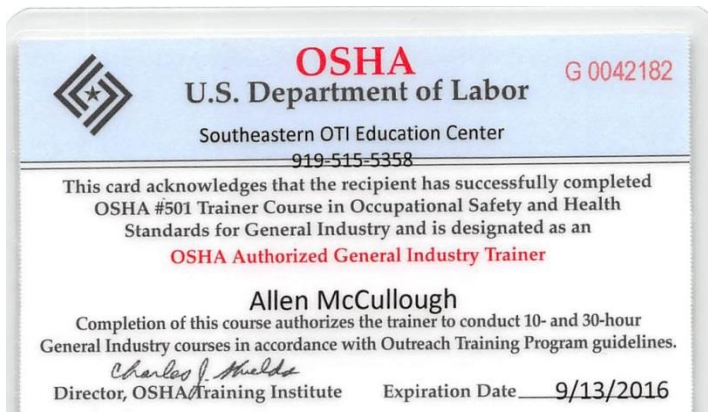
- The Nugier 50 Ton Bearing press in room 168 should be equipped with some type of enclosure to protect students and employees from parts that could potentially be ejected from the press with significant velocity. Possible solutions could include equipping the press with a cage or coiled wire fabric machine guard. 1910.212(a)



**National Registry of Environmental Professionals**  
**CERTIFIED**

**James McCullough CESCO 823261254**  
**Certified Environmental and Safety Compliance Officer**

The Person Named Above is  
Qualified as Defined by the NREP **03/01/2017**  
*Richard A. Young* **First Certified: 03/01/2012** Expiration Date  
Executive Director



# Montgomery Community College Construction Update May 2017

- Building 200 HVAC Replacement – Currently working with engineers to decide on best system for building. It has been decided an Ice-Storage system is not viable as the hours facility is closed would not be sufficient to make ice for daytime cooling.  
Construction documents by June 15, 2017.
- Center for Workforce Development – Project has been modified and was re-bid, informally, on 6/5. Bid acceptance closes 6/15.
- Building 200 Renovation – Hallways have been painted and cove base is scheduled for installation. Classrooms are complete (paint, flooring, and renovation). Faculty offices have been painted and carpet is currently being installed.
- Building 100 Renovation, HVAC and Roof Replacement – Boomerang Design chosen as architect for project. Design contract is currently being submitted to State Construction



Office. Preliminary meetings are scheduled with the project kick-off meeting to be held June 15 at 2:00 pm.

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				
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>				

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		Construction Bid	Contractor Approved SCO	Construction				
Center for Workforce Development (Outpost)	\$ 180,000.00	Design Phase	Construction Bid (Rejected 3/1)	Modify Scope	Combine with Bldg 100								
Entrance Sign Renovation	\$ -	Complete											
Industrial Maintenance Building	\$ 1,000,000.00							(3-1)	State Board	Construction Bid	Construction	Design	
Building 500 Roof	\$ 40,000.00						(3-1)	State Board	Construction Bid	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	Complete	Construction	
Building 200 Painting/Carpet/Construction	\$ 125,000.00	(3-1)	State Board	Construction Bid	Construction				(3-1)	State Board	Bids	Construction	
Building 300 HVAC	\$ 75,000.00								(3-1)	State Board	Bids	Construction	
Building 100 Renovation	\$ -												
Roof Replacement	\$ 300,000.00												Construction
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												
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>												

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		Construction				Complete						
Center for Workforce Development (Outpost)	\$ 180,000.00												
Entrance Sign Renovation	\$ -												
Industrial Maintenance Building	\$ 1,000,000.00	Design	Construction								Complete		
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										Complete		
Building 100 Entrance	\$ 500,000.00												
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>												



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph. D.*  
*President*

May 19, 2017

President Chad Bledsoe  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371

Subject: Construction Project No. 2232  
Building 200- Roof Replacement

Dear President Bledsoe:

I am pleased to inform you that your request to amend a construction project for final project closeout, as indicated on the enclosed 3-1 form, was approved by the State Board of Community Colleges in its meeting on May 19, 2017.

Sincerely,

Brandy Andrews  
Associate Vice President for College  
Finance and Operations

BA/io

Enclosure

c: Mrs. Sharon Rosado

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Montgomery Community College

Project Name	<u>Building 200, Roof Replacement</u>	NCCCS Project No.	<u>2232</u>
Campus	<u>Main</u>	County	<u>Montgomery</u>

### I. TYPE OF PROJECT:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Facility                    | <input checked="" type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs        |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC                        | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety                     | <input type="checkbox"/> ADA Compliance              |  |

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

Roof Replacement, Building 200 (Houses Learning Resource Center, Tiered Classrooms used for General Education and Continuing Education, Computer Labs and a large Multi-purpose Room) TPO Roof System (47,282 Square Feet)

Perform pre-job roof inspection by contractor to determine all required safety measures to complete the above project safely.

Upload and stage roofing materials and equipment to complete the roofing project.

Remove existing loose EPDM membrane down to the insulation surface and dispose of all debris from premises.

Remove existing metal coping cap and dispose of from premises.

Furnish and install 1" polyisocyanurate insulation over the surface and mechanically attach with approved fasteners.

Mechanically attach .080 White reinforced TPO membrane over the insulation surface.

Furnish and install new flashings to perimeter, vents, pipes, and curbs where applicable.

Furnish and install new termination bar where applicable.

Furnish and install new 24 gauge kynar finished metal coping cap to perimeter and secure with approved fasteners.

Furnish and install new thru-wall scuppers.

Furnish and install new 30" wide protective walk pads at all roof ladders and roof access hatches.

Complete final walk-thru with owner representative and manufacturer at completion.

Issue a (25) twenty-five-year complete manufacturer labor and material warranty.

Issue a (2) two year workmanship warranty upon completion.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

**Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

**CONNECT NC BOND FUNDED PROJECTS ONLY:**

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

- 1. Site Grading and Improvements (not in III B)

**Subtotal "A"** .....

**B. CONSTRUCTION**

- 1. General Contract ..... \$174,430.00

- 2. Other Contracts

Subtotal Contracts..... \$174,430.00

- 3. Designer's Fees.....

- 4. Contingency.....

- 5. Other Fees .....

Subtotal Fees .....

Subtotal "B" ..... \$174,430.00

**C. OTHER COST**

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

- 2. Miscellaneous(specify)

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

**Subtotal "C"** .....

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)** ..... \$174,430.00

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

**A. NON-STATE FUNDS**

- 1. County Appropriation.....

- 2. Duly Authorized Bonds - County...

- 3. Donations.....

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

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

**Subtotal "A"** .....

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

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

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

**E. STATE FUND ALLOCATION**

- 1. Budget Code 46620 ..... \$174,430.00

- 2. Budget Code .....

- 3. Budget Code .....

Subtotal "E" ..... \$174,430.00

**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)** ..... \$174,430.00

Decrease in  
state funds  
25,570

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

~~Previous~~

Program #13976  
Project #16398

**ESTIMATED COST OF PROJECT:**

Appendix H

**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 ..... \$200,000.00 ✓
- 2. Other Contracts \_\_\_\_\_
- Subtotal Contracts..... \_\_\_\_\_
- 3. Designer's Fees..... \_\_\_\_\_
- 4. Contingency..... \_\_\_\_\_
- 5. Other Fees ..... \_\_\_\_\_
- Subtotal Fees ..... \_\_\_\_\_

**Subtotal "B"** ..... \$200,000.00 ✓

**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)**

\$200,000.00 ✓

**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).....**

**E. STATE ALLOCATION**

- 1. Budget Code 46620 41N02 5411 RJR \$200,000.00 ✓ #1958
- 2. Budget Code \_\_\_\_\_
- 3. Budget Code \_\_\_\_\_

**Subtotal "E"** .....

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

\$200,000.00 ✓

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

**Personnel Committee  
Wednesday, June 14, 2017  
6:00 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Personnel Appointments  
Counselor – Appendix I**
- ❖ **Notice of Retirement – Appendix J**
- ❖ **Notice of Termination – Appendix K**
- ❖ **College Closing Recommendation – Appendix L – Action**
- ❖ **New Business**
- ❖ **Adjourn**



## Personnel Appointment

<b>Name of Person</b>	Diana Sanchez
<b>Present Address</b>	PO Box 28, Biscoe, NC 27209
<b>Position</b>	Counselor
<b>Position Category</b>	Level 6
<b>Salary</b>	\$2,918/month
<b>Effective Date of Employment</b>	July 1, 2017
<b>Budget Information</b>	State funds

### Position Description

The Counselor will work with the Director of Counseling Services to help expand and enhance counseling services. The Counselor will assist with the review and interpretation of placement test scores; will provide academic, career, and personal counseling services to students; will assist with Title IX functions; will assist with the college's tutorial program; and will be closely involved with retention activities.

### Education and Certifications

School/Certification	Years Attended	Degree
Liberty University	AGD December 2017	MA/Professional Counseling
UNC Greensboro	Graduated May 2011	BS/Human Development & Family Studies
Montgomery CC	Graduated July 2009	Associate in Arts

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery CC	March 2016 – present	High School Liaison
Montgomery CC	March 2013 – February 2016	Special Programs Assistant
AmeriCorps VISTA	April 2012 – February 2013	Liaison

### Professional Participation/Honors

Community Service: *Together for a Better Education/Junto Program* – presenter – Workshop series designed to assist underrepresented groups with navigation of the higher education system


Volunteer Service: *New Arrivals Institute* – volunteer tutor – Assisted refugee and immigrant students with basic writing skills and with citizenship education

### Hiring Committee

Person	Position
Natalie Winfree	Director of Counseling Services
Beth Smith	VP of Student Services

### Appointment Recommendation and Approval

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

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe", written over a horizontal line.

Chad A. Bledsoe  
President



# MONTGOMERY COMMUNITY COLLEGE

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

May 18, 2017

Mrs. Darlene Brown  
1011 Page Street  
Troy, NC 27371

Dear Mrs. Brown:

I am in receipt of your letter dated May 10, 2017 announcing your retirement on July 31, 2017. I accept your letter notifying me of your retirement as Program Head of Early Childhood Education. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe". The signature is written in a cursive style.

Chad A. Bledsoe, Ph.D.  
President

May 10, 2017

Dear Dr. Bledsoe,

I would like to inform you that I am retiring from my position with Montgomery Community College effective July 31, 2017.

I am very grateful that I have had the opportunity to work for such a wonderful organization for the past 22 years. I have thoroughly enjoyed teaching and working with the students that have come through the Early Childhood Education program. I have also enjoyed working with each of my co-workers and will miss everyone.

If I can be of any assistance during this transition, I will be glad to help. I hope to return to teach part time in the future.

The time that I have been with the college has really enriched my life and I feel that I will always be a part of the Montgomery Community College family.

Sincerely,

A handwritten signature in cursive script that reads "Darlene Brown".

Darlene Brown



## MONTGOMERY COMMUNITY COLLEGE

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

June 8, 2017

Mrs. Carol Hendrix  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371

Mrs. Hendrix:

This is to advise that following June 30, 2017, the college will not continue your employment under a new contract for a new term. This decision was made as a result of a reorganization of the counseling department. I appreciate the work you did while employed with Montgomery Community College. I wish you much success in your career and new endeavors.

Sincerely,

Chad A. Bledsoe, Ph.D.  
President



## **MONTGOMERY COMMUNITY COLLEGE**

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

### **MEMORANDUM**

**TO:** Montgomery Community College Board of Trustees

**FROM:** Dr. Chad A. Bledsoe, President

**DATE:** June 7, 2017

**SUBJECT:** Independence Holiday Break

The Independence Holiday Break for Curriculum students is July 3-9. The College will be closed for Independence Day on Tuesday, July 4.

The Board of Trustees is being asked to excuse Monday, July 3, 2017 as a day of operation, allowing full closure of the college for four consecutive days. The College will reopen on Wednesday, July 5 and students will return on Monday, July 10, 2017.

Your consideration of this request is greatly appreciated.

**Curriculum and Student Services Committee**  
**Wednesday, June 14, 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**
- ❖ **Update from Vice President of Instruction – Appendix M**
- ❖ **Update from Vice President of Student Services – Appendix N**
- ❖ **Update from Dean of Continuing Education – Appendix O**
- ❖ **Student Fee Chart Revisions – Appendix P – Action**
- ❖ **Termination of Curriculum Program – Appendix P-1 – Action**
- ❖ **New Business**
- ❖ **Adjourn**

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

**Professional Development** – Three faculty members (Tracey Wyrick, Amy Friery, and Debbie Douglas) are participating in the EPIC 30 Online Teaching Certification Course through Wake Tech. The 30 hour course utilizes Universal Design for Learning and how to incorporate it in course structure, navigation and design; online communication and collaboration; online assessments; and course accessibility.

Robert Nelson, Dean of Arts and Sciences, presented to the North Carolina Home Educator's Association Meeting on May 27, 2017. He spoke to over a hundred parents and students about community college opportunities available to high school age home school students as well as opportunities for study at MCC.

**Program Status** – The College has requested and received permission from the Commission on Dental Accreditation (CODA) to expand the Dental Assisting program from 16 students per year to 20. The additional students can be added without additional facility needs and only 6 additional hours of adjunct coverage. Currently there are 26 students on the waiting list for the 2017-18 Dental Assisting class.

Work continues on the expansion of the Gunsmithing program. An additional 15 day students have been admitted to the program, interviews for an additional faculty member are currently being held, and the additional equipment needed for the expanded shop area is on a faster boat than we originally thought from Taiwan. Once the work on the HVAC space is completed in Biscoe, work will begin on preparing the new Gunsmithing Shop Space. All renovations and installations are to be completed by August 21.

The LPN Class of 2017 graduates currently have a passing rate of 100%. Sixteen of the 30 graduates have completed the NCLEX exam with a passing score. All graduates completed a review course prior to graduation to prepare them for the exam. Thank you to Carolyn Saunders for providing additional review for students after that course to help them prepare for the exam.

Preliminary numbers for summer show a 25% increase in headcount over last summer and 11% increase in FTE. In addition, 2016-17 saw a 45% increase in students enrolling in the AA/AS programs straight from high school. Our hope is that the message is getting out that the cost of the program and the availability of the Montgomery Scholars scholarships makes MCC an attractive option.



**MCC Board of Trustees – June 14, 2017**  
**Update from the Student Services Division**

Highlights & Previews

- Counseling & Career Development Center staff attended the annual “Disability-in-a-Day” training workshop June 5.
- Orientation sessions for incoming Dental Assisting and Practical Nursing students will be held in June.
- Student Services has begun the “let’s go paperless” process!

For review and approval: 2017-2018 Student Fee Chart

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

**Occupational Extension:**

- Met with Department of Transportation Aviation state director and UAS staff to begin developing the state's standardized drone training courses
- Francisco Salazar, Apprenticeship Montgomery apprentice and American Axle and Manufacturing, completed the requirements for the Industrial Systems Technology Certificate

**Heritage Crafts**

- 40 students in the Summer pottery classes. Have added 3 new class offerings, including a second night class, beginner wheel class, and a short workshop for a small group.
- Summer pottery camp for kids is full
- Developing a "pottery training camp" for Monarch of Biscoe instructors to aid them in teaching Monarch clients pottery and ceramic techniques

**Small Business Center**

- Completed REDI with the NC Rural Center and attended graduation 5/25
- Attended Rural Day in Raleigh, met with Sen. Cathy Dunn and Rep. Justin Burr
- SBC hosted NCCCAEA Board Meeting on 5/22

## 2017 - 2018 STUDENT FEES

CONTINUING EDUCATION		CURRICULUM	
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$35	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$48	HESI test fee (for PN program)
		\$5	Photo ID Replacement
		\$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
Continuing Education Individual Class Fees		Curriculum Individual Class Fees	
\$75	NRA - Occupational NRA Classes, includes a meal	\$25	AHR 110 Intro to Refrigeration
\$36.60	CE Summer Gunsmithing (\$35 supplies and \$1.60 insurance)	\$85	DEN 102 Dental Materials
\$20	MIG – TIG Stick Welding (each course)	\$50	DEN 112 Dental Radiography
\$20	Bricklaying	\$25	ELC 112 DC/AC Electricity
\$5	Digital Photography	\$25	ELC 113 Residential Wiring
\$2	Pottery Lab (per class)	\$25	ELC 117 Motors and Controls
\$25	Taxidermy (per class)	\$50	GSM 111 Gunsmithing I
		\$100	GSM 120 Gunsmithing Tools
		\$40	GSM 225 Gunmetal Refinishing
		\$15	MED 140 Exam Room Procedures I
		\$15	MED 150 Lab Procedures I
		\$50	PBT 100 Phlebotomy Technology
		\$50	PBT 101 Phlebotomy Practicum
		\$50	NUR 101 Practical Nursing I - Lab Simulation
		\$15 for each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
			When course is split, course fee is divided as well.
		\$25	Book Fee for Career & College Promise (per course)
		\$36 for each course	PCC 110, 111, 130, 210, 211 (CU program currently inactive)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
<b>\$13</b>	<b>Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)</b>	<b>\$13</b>	<b>Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, &amp; Practical Nursing students (per student per academic year)</b>
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 121AB + TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121AB fee = \$7.50 + TXY 121BB fee = \$7.50 for a total of \$15).

**Curriculum Program Termination Form****Attachment A**

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Montgomery Community College

Curriculum Title: Emergency Medical Science Curriculum Code: A45320

Contact Person: Lee Proctor Phone Number: (910) 898-9660

Email Address: proctorr@montgomery.edu

Termination Semester:  Fall  Spring  Summer **2017**

Termination is for (check appropriate settings):  Campus  Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: \_\_\_\_\_

Date that captive/co-opted facility was notified of termination of program: \_\_\_\_\_

Reason(s) for Terminating Curriculum:  Low Enrollment\*  No Enrollment\*  
 Other\* **College must include factors below in addition to reason checked.**

**\*Describe what factors contributed to low/no enrollment:**

(Required in order to proceed with termination): Basic courses being taught in Continuing Education and that seems to be the level of interest at this time.

Is the curriculum program part of a collaborative/Level III ISA plan?  Yes  No

If so, have participating colleges been notified of termination?  Yes  No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

Yes  No Currently be taught in CE only

Is equipment available for transfer?  Yes  No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

**This is a formal notice to terminate the curriculum program as identified above.**

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Board of Trustees Chair

\_\_\_\_\_  
Date

Please fax, mail or scan/email this form to:  
frazellej@nccommunitycolleges.edu  
Fax #: (919) 807-7173

Jennifer Frazelle, Director Academic Programs  
NC Community College System Office  
5016 Mail Service Center  
Raleigh, NC 27699-5016

**Legislative/Public Relations Committee**  
**Wednesday, June 14, 2017**  
**6:15 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Legislative Update – Dr. Chad Bledsoe**  
**Conference Priorities – Appendix Q**  
**Budget Tracking Sheet – Appendix R**
- ❖ **Public Relations/Marketing Update – Michele Haywood –**  
**Appendix S**
- ❖ **New Business**
- ❖ **Adjourn**



## 2017-2019 CONFERENCE BUDGET PRIORITIES: Items NOT in Both House & Senate Budgets\*

### **Fund Short-Term Workforce Training Programs Leading to an Industry Credentials.**

Funding to support short-term workforce continuing education programs that prepare students for industry credentials. Colleges receiving funding will be able to provide training in less time and based on the needs of local industry.

- \$2,000,000 Non-recurring in 2017-18

**Provide Recurring Funds for Start-Up of High Cost Workforce Programs.** Funding to enable colleges to offer cost-intensive programs needed by local employers.

- \$3,000,000 Recurring in 2018-19

**Allow HS Students to Enroll in Courses Leading to Industry Credentials.** Allow high school students to enroll in non-credit continuing education courses leading to State or industry-recognized credentials.

- No appropriation.

**Exempt CC System Office Staff from Transferring to DIT.** Transferring the IT staff to Department of Information Technology could result in the colleges no longer having timely access to IT expertise and could hamper our efforts to move forward with a new ERP system.

- No appropriation.

**Fully Fund Hurricane Matthew Losses.** Fund losses sustained by 11 colleges directly related to Hurricane Matthew, including loss of students and course cancellations.

- \$4,218,909 Non-recurring in 2017-18

**Fund High-Achieving Tuition Scholarships.** Provide scholarship funds to incentivize high-achieving students to choose community college.

- \$50,000 Recurring in 2017-18; \$2,000,000 Recurring in 2018-19

\* NCCC System Office is also advocating for the following items in both budgets: \$10 million salary restoration; Funding for additional Career Coaches; Study workforce training costs; Provide salary increases for community college employees in same amount as State employees.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
BUDGET TRACKING SHEET: FY 2017-18 and FY 2018-19**

1	Budget Priorities				Senate				House			
	2017-18		2018-19		2017-18		2018-19		2017-18		2018-19	
2	<b>2017-18 Base Budget</b>											
3	<b>Enrollment Adjustment</b>											
4	<b>Correct 2016 Salary Loss Error/Salary Restoration</b>											
5	<b>Expansion</b>											
6	Short-Term Workforce Training Programs											
7	Study Workforce Training Costs											
8	Start-Up Fund High-Cost Workforce Programs											
9	Additional Career Coaches											
10	Increase Student Completion											
11	Reward Colleges for Outcomes											
12	Stop-Loss Provision Colleges Significant Enrollment Declines											
13	Enrollment Growth Reserve Colleges with Significant											
14	Increases											
15	Apprenticeship NC											
16	Board of Postsecondary Credentials											
17	Hurricane Matthew Hold-Harmless Reserve											
18	Construction Industry Workforce Training											
19	Eastern Triad Workforce Development Initiative											
20	High-Achieving Tuition Scholarships											
21	<b>Expansion Subtotal</b>											
22	<b>Reductions</b>											
23	<b>Reductions to Spending Authority</b>											
24	Bionetwork Grants											
25	Position Elimination-Vacant Information Tech position											
26	Specialized Centers and Programs (Child Care -85K Minority Male Mentoring -75K)											
27	Savings from Personnel Turnover											
28	<b>Reductions Subtotal</b>											
29	<b>Net Adjustments to 2016-17 Base Budget (without salary adj)</b>											
30	<b>Recommended FY 2016-17 General Fund Approp. (without salary adj)</b>											
31	<b>Salaries &amp; Benefits</b>											
32	Faculty & Staff Salary Increases -State Aid											
33	Faculty & Staff Salary Increases - State Aid - Bonus											
34	System Office Salary Increases											
35	System Office Salary Increases - Bonus											
36	State Retirement Contributions - System Office											
37	State Retirement Contributions - State Aid											
38	State Health Plan - System Office											
39	State Health Plan - State Aid											
40	<b>Recommended FY 2017-18 General Fund Appropriation</b>											
	Retirement Rate (TSERS)											
	State Health Plan Rate											
41	Adjustments - Recurring											
42	Adjustments - Non-Recurring											

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
SUMMARY OF BUDGET PROPOSAL: FY 2017-18

	FY 2016-17 Certified Budget	FY 2017-18 Base Budget	SENATE				HOUSE 6-01-17				
			FY 2017-18 Adjustments	FY 2017-18 Recommended	% Change vs. 16-17 Cert.	% Change vs. 17-18 Base	FY 2017-18 Adjustments	FY 2017-18 Recommended	% Change vs. 16-17 Cert.	% Change vs. 17-18 Base	
1											
2	<b>NCCCS State Funding</b>										
3	Requirements*	1,480,340,859	1,465,717,504	43,225,934	1,508,943,438	1.9%	2.9%	56,059,165	1,521,776,669	2.8%	3.8%
4	Receipts	414,445,339	397,484,160	697,179	398,181,339	-3.9%	0.2%	(1,365,779)	398,849,939	-3.8%	0.3%
5	<b>GF Appropriation</b>	<b>\$1,065,895,520</b>	<b>\$1,068,233,344</b>	<b>42,528,755</b>	<b>1,110,762,099</b>	<b>4.2%</b>	<b>4.0%</b>	<b>57,424,944</b>	<b>1,122,926,730</b>	<b>5.4%</b>	<b>5.1%</b>
6	<b>NCCCS State Funding per FTE</b>										
7	BFTE	224,092	225,933	-	225,933			-	225,933		
8	Requirements*	\$6,605.95	\$6,487.40	\$191.32	\$6,678.72	1.1%	2.9%	\$248.12	\$6,735.52	2.0%	3.8%
9	Receipts	\$1,849.44	\$1,759.30	\$3.09	\$1,762.39	-4.7%	0.2%	\$6.05	\$1,765.35	-4.5%	0.3%
10	<b>GF Appropriation</b>	<b>\$4,756.51</b>	<b>\$4,728.10</b>	<b>\$188.24</b>	<b>\$4,916.33</b>	<b>3.4%</b>	<b>4.0%</b>	<b>242</b>	<b>4,970</b>	<b>4.5%</b>	<b>5.1%</b>

11 \*Requirements = Spending Authority

**Other Key Items in the House Budget:**

12 Salary increase of \$1,000 in 2017-18 and an additional \$1,000 in 2018-19.

13 No tuition increase proposed.

14 The Public Schools section of the budget did NOT include any additional funding to LEAs for new Cooperative and Innovative High Schools. However, Section 7.22. allocates \$200,000 to each cooperative innovative high school approved by the State Board of Education. Also requires a new reporting requirement on the success of students participating in CCP (HS retention, completion, dropout, college completion, employment, employer satisfaction).

15 Section 9.6 directs the System Office to develop and provide training to community college trustees.

16 Section 9.9 codifies the Catawba Valley CC Manufacturing Solutions Center.

17 Section 9.10 Permits high school students to take community college continuing education courses that lead to an industry-recognized credential.

18 Section 9.11 Establishes a Board of Postsecondary Education Credentials located in the System Office. Board includes President of UNC, President of Community Colleges, State Superintendent, Labor Commissioner, Commerce Secretary, NCICU President, Chair of Proprietary School Board, Lt. Governor, President of NC Hospital Association. The Board will recommend State goals for adult citizens to hold degrees, certificates, or other high-quality postsecondary credentials, among other duties.

19 Section 10.12 permits senior citizens to audit courses at UNC or community college institutions without paying a fee and shall not be counted for enrollment funding.

20 Section 15.13 transfers the Apprenticeship program to the NCCCS from the Department of Commerce.

21 Section 35.8 provides for implementation of the \$1,000 salary increase for college employees and the allocation of the \$10 million. It also permits these salary funds be used for merit, across-the-board, recruitment, retention, or other compensation increases.

22 Section 35.16 permits NCCCS (and all state agencies) to allow employees to cash out bonus leave during 2017-19 (as was done in 2016-17).

23 Section 35.18A Provides for 5 days of annual leave for full-time, permanent employees. This leave is available during the length of an employee's employment but may not be paid out if not used.

24 DOES NOT eliminates medical insurance for retirees effective for employees who do not have state retirement service as of July 1, 2018 as was done in the Senate.



## Public Relations / Marketing Highlights May 2017

### Video

Gunsmithing video shot and is being edited.

Student used drone to create a video for us

### Events, etc.

Graduation, Pinning Ceremony, MCS Reality Store  
Open House planning

### Design Projects

Fall Semester schedule in the works. New size, full color. In the mail June 30. Sneak preview:

- Small Business success story – River Wild
- Public Safety Drone Academy
- Youngest Forged in Fire Champ, Liam Hoffman, teaching at MCC this fall
- MCC Industrial Tech grad James Minor working at DTE
- 1971 PN Grad Carolyn Williams teaching NA at MCC

### Facebook Top Posts for May

Total Likes 1713 (Up 49 from 1664 in April)

\*54 new likes, 5 unlikes, net 49 likes

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
MCC	5/25	MCC Taxidermy grad wins best in world waterfowl competition	2,900	561	165	19%
MCC	5/18	Announcing Junior Trailblazer summer camps	2,500	265	49	11%
MCC	5/11	Graduation photos	2,500	1,900	56	76%
MCC	5/11	Class of 2017 picture posted	1,200	174	72	15%

**TWITTER FOLLOWERS 634 UP 11 FROM 623 IN APRIL**

**Institutional Status Committee  
Wednesday, June 14, 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**
- ❖ **SACSCOC Update – Carol Holton**
- ❖ **New Business**
- ❖ **Adjourn**

**Montgomery Community College  
SGA Report  
June 14, 2017 Board of Trustees Meeting**

**SGA Updates and Highlights**

- We are finalizing the selection of our 2017-18 SGA President.
- The Director of Student Life & Recruitment met with a group of Montgomery County Early College students to discuss student activities and student government at MCC.

**President's Report  
June 14, 2017**

**Activities since the May Board Meeting**

5/12/17	Graduation at Southern Correctional Institute
5/17/17	NCACCP
5/22/17	Economic Development Corporation Meeting
5/23/17	NCACCP Committee Meeting
5/24/17	Central High School Construction Meeting
5/25/17	High School Awards Ceremony
5/29/17	College Closed (Memorial Day)
6/14/17	Board of Trustees Meeting

**Upcoming Activities**

6/15/17	Kick Off Meeting with Boomerang Architects
6/16/17	Community In Schools Meeting
6/17/17	Friends in Focus Gala
6/21/17	System Office Strategic Planning Meeting
7/17-19/17	IIPS Conference
7/26-28/17	NCACCP Summer Meeting
8/9/17	Foundation Board Meeting Board of Trustees Meeting
8/10/17	50 <sup>th</sup> Anniversary Open House
8/14-15/17	Quality Trails
8/23-25/17	NCACCT Leadership Seminar

# MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 576-6222 · Fax (910) 576-2176



Feb. 10, 2017

Dr. Bledsoe and the MCC Board of Trustees,

Several months ago, Dr. James Amburgey approached me about co-authoring a textbook on the subject of custom building 1911 style handguns. Dr. Amburgey is a professor of engineering at UNC Charlotte. He has attended a number of NRA classes here at MCC, including two that I have taught. While I was initially hesitant, this book project became very interesting to me. A quality textbook of this type does not currently exist. We began preliminary work on the manuscript a few months ago.

I have a letter signed by Dr. Bledsoe on file with the Human Resources office here at MCC in which I sought permission to engage in a number of outside part-time employment opportunities. Writing is specifically included in this document. As with any outside project that I have engaged in, I have gone to considerable effort to keep these activities separate from MCC. During the writing process, it has become evident that it would be of great benefit to be able to use the MCC facilities for photographs etc. for the book. I would like to request permission to use the MCC Gunsmithing labs for this purpose. This activity would take place outside of class hours, and would not detract from my current duties or affect any MCC Gunsmithing classes in any way. MCC would receive recognition in the book for its contributions, and acknowledgements for any photos taken here. Any MCC students or student projects mentioned or photographed would be coordinated through Michele Haywood to avoid any issues.

The tangible benefits to MCC would be the aforementioned recognitions and acknowledgements, the prestige of having a faculty member associated with such a publication, and the availability of a quality textbook for future MCC Gunsmithing students. Additionally, materials and photographs generated for the book would also be utilized in our Gunsmithing program. MCC would not receive any payments or royalties associated with publication or subsequent sales of the book or text, and would have no claim on any intellectual property associated with the book.

Mark Dye

A handwritten signature in cursive script that reads "Mark Dye".

Director of Gunsmithing Program

Montgomery Community College



## MONTGOMERY COMMUNITY COLLEGE

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

June 1, 2016

Mark Dye  
Director, Gunsmithing  
Montgomery Community College  
1011 Page St.  
Troy, NC 27371

Re: Request to participate in outside project

Dear Mr. Dye:

I am writing in reference to your letter dated February 10, 2017. In that letter you requested permission to use Montgomery Community College facilities (Specifically, Gunsmithing Labs) to take photos of demonstrations for the book you are co-authoring.

After review of the request, I see no conflicts of interest or problems taking photos on campus. Per your outline, I ask that such work be done outside of your normal work duties and that Montgomery Community College receive appropriate citation for photos used in the publication.

Sincerely,

*Chad A. Bledsoe*

Chad A. Bledsoe, Ph.D.  
President, Montgomery Community College

### 50 Trailblazers Who Shaped MCC In The First 50 Years

1. The citizens of Montgomery County, officials of our towns and county, and business and industry partners have contributed to the formation, growth and sustaining of the college
2. J.F. Allen -- Board of Trustees (1969-1989), Board Chair (1983-1989), pioneer in the legislature.
3. Gene and Mary Anderson – Gene initiated the Gunsmithing Program (1978-2001) and Mary served as the first public Information Officer (1979-1981)
4. Joseph Reese Blair\* and family – donated the land for the campus, a life-long champion of MCC.
5. Wayne Bernauer – Grew the Gunsmithing Program to national recognition (1985-2015)
6. Ted Blake – Grew with the college to become Dean of Instruction, established the Gunsmithing Program (1971-1983), Board of Trustees (1995-2003)
7. David Bland – First President (1967-1971), leading with zeal for adult education.
8. Peggy Brewer – Early and devoted employee (1969-1998)
9. Jesse Capel – First Board of Trustees, first Board Chair (1967-1983)
10. Arron and Gelynda Capel – Gelynda has served the college as Board member (1985–Present), Board Chair (1994-2014), and as a couple they have made many generous contributions.
11. Mary Chesson— Served as Faculty (1977-1989). VP of Instruction (2004 -2011), Faculty (2011-2013) served as interim President (2014-15).
12. Earle Connelly\* – Crucial to the development and growth of the MCC Foundation. Board member (1994-2014)
13. Eddie B. Coleman\* – First Board of Trustees (1967-1979)
14. Brady Dickson - Influential fundraiser for the college, supportive as a county commissioner.
15. Mike Ferree – Director of the Pottery Program (1974-2013), responsible for its stellar reputation.
16. Zedith Teague Garner\*—First instructor in the pottery program (1970-1973).
17. Garland S. Garris\* – Representative who promoted the charter for the college in the legislature.
18. Barney Green – First facilities director and devoted employee (1972-2009).
19. Benny Hampton – Third President (1984-1992), building curriculum programs and educational opportunities
20. Guy Hankins\* – Chairman of the first MCC Foundation fund drive.
21. Kathy Harris – Grew with the college to become Vice President of Student Services (1980-2010)
22. Rick Harris – supportive as county commissioner and foundation leader.
23. Charles Highsmith\* – supportive as a county commissioner and benefactor.
24. Russ and Anna Hollers – Anna served on the Board of Trustees (2002-2017), Russ was the college attorney for any years until 2015, both provided strong college support.
25. Wanda Jackson – Grew with the college to become Head of the Business Department (1991-2013).
26. Lenu T. James\* – Newspaper editor who supported the college in print and action. Board Member (1983-2007), Board Chair (1992-1994).
27. Shirley Jenkins – Originator of the nursing program (served 1968-1972 )

28. Virginia Jones – second employee who served as bookkeeper “Mother Jones” to all (1968-Mid 1980’s)
29. Robert B. Jordan III – strong supporter at home and in the legislature, a generous benefactor.
30. John Kern\* – First Board of Trustees (1967–1980).
31. Frank Kersey\* – Board Member (1981-1992), Board Chair (1989-1992).
32. Mary P. Kirk – Fifth President (1999-2014)
33. Phil Kissell – Grew with the college to become the VP of Instruction. (1970-2009)
34. George Knight – Board Member (1987-1992), supported college as a county commissioner
35. Robert L. Liles\* –First Board of Trustees (1967-1981)
36. J.C. McRae\* – First Board of Trustees (1967 - 1987)
37. Marvin Miles\* – Second President (1971 - 1983), building a campus home for MCC.
38. Hubert Moss\* –First Board of Trustees (1967 - 1989)
39. Judy Miller – Early employee, teacher of business education. ( - )Mary Anderson is getting to me.
40. Talbert Myers – Grew with the college to become VP of Continuing Education (1981-1999)
41. Aaron W. Plyer – Legislator who secured through matching funds for the MCC Foundation.
42. Clay Vance\* and Julia Richardson\* of Clayson Knitting Mill – the first to contribute to the MCC Foundation.
43. Paul Russell\* – Always worked passionately behind the scenes for MCC, supportive as a County Commissioner.
44. D.T. Scarborough\* – supporter of the college as a county commissioner, Board Member (1999-1998), President of the MCC Foundation.
45. Harold A. Scott\* – First Board of Trustees (1967 - 1971)
46. Beth Smith – Grew with the college and serves as Vice President of Student Services (1986 - Present)
47. Russell Strong – Developed and grew the Forestry Program (1993-Present)
48. Frederick Leslie Taylor\* – First Board (1967 -1977)
49. Bruce and Ellen Turner – Early Employees of the college. Bruce (1968-2002) was hired as Director of Learning Resources and held numerous positions, serving twice as Interim President. Ellen (1968-1970) always provided any support needed.
50. Harold VanDerveer – Strong supporter, successful Business graduate of MCC.

\*Deceased

This list of 50 trailblazers is historic and selective and could not name all of those who shaped Montgomery Community College. Each person who is employed is a trailblazer. Each person who donates funds or establishes a scholarship is a trailblazer. Each student who chooses MCC for an education is a trailblazer. Montgomery Community College appreciates all of those who established, developed and supported our institution.



We honor those who have gone before. We also appreciate and recognize those who are currently guiding Montgomery Community College into its second 50 years.

List of Admin., BOT and Foundation BOD



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

**2017**

<b>June 14, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 9, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 9, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 10, 2017</b>	<b>5:30 p.m.</b>	<b>MCC 50th Anniversary Open House</b>
<b>September 7, 2017</b>	<b>10:00 a.m.</b>	<b>Convocation</b>
<b>September 7, 2017</b>	<b>4:30 p.m.</b>	<b>Bell Dedication and Reception</b>
<b>September 7, 2017</b>	<b>5:30 p.m.</b>	<b>Foundation Scholarship Awards Ceremony</b>
<b>September 13, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 23, 2017</b>		<b>MCC 50th Anniversary Gala</b>
<b>October 11, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 8, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 8, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>December 8, 2017</b>	<b>7:00 p.m.</b>	<b>"A Christmas Carol" Friendraiser by MCC Foundation</b>
<b>December 15, 2017*</b>	<b>5:30 p.m.</b>	<b>TBD</b>
<b>January 10, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 14, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 14, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 14, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 11, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>May 9, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 9, 2017</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 9, 2017</b>	<b>7:00 p.m.</b>	<b>Graduation</b>