



# MONTGOMERY COMMUNITY COLLEGE

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

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

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, January 10, 2018 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

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

**Welcome - Claudia Bulthuis, Chairman**

**Approval of the Agenda - Action**

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

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

**Board Presentation – Ed Hinson, Air Conditioning, Heating, & Refrigeration Technology Department Chair**

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

**Standing Committees**

- \* **Budget & Finance Committee**
  - November and December Local, State, and Institutional Funds Financial Reports – **Appendix C– Action**
  - November Foundation Fund Statements – **Appendix D**
  - Grants Update – **Appendix E**
  
- \* **Building & Grounds Committee**
  - Facilities Report – **Appendix G**
  - Construction Update and Building Projects Timeline – **Appendix I**
  - Blair Hall Update**
  
- \* **Personnel Committee**
  - Personnel Appointment
  - Director of Resource Development – **Appendix K**

Notice of Resignations

Dean of Continuing Education – Appendix L

Director of Foundational Studies – Appendix M

Board Policy Revisions – Section 100 – First Reading – Appendix N

- \* **Curriculum/Student Services Committee**
  - Update from Vice President of Instruction
    - Instruction – **Appendix P**
    - Continuing Education – **Appendix Q**
  - Board Policy 504.00 Revision – **Second Reading – Appendix R – Action**
  - Student Fee Chart Revisions – **Appendix S – Action**
  - Update from Vice President of Student Services - **Appendix T**
  
- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe
  - Public Relations/Marketing Update – Michele Haywood – **Appendix V**
  
- \* **Institutional Status Committee**
  - I-9 Forms – Appendix W-1
  
- \* **SGA Report - Appendix X**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix Y**
  
- \* **Chairman’s Report - Claudia Bulthuis**
  - Calendar of Events – **Appendix Z**
  - Presidential Evaluation Schedule**
    - Direct Reports turn in forms by January 31.
    - BOT reviews Direct Report Forms at February BOT Meeting
    - BOT receives evaluation form at February BOT Meeting
    - BOT returns completed forms by March BOT Meeting
    - Results are compiled and reviewed by BOT at Retreat in March
    - Results are discussed with Dr. Bledsoe at April BOT Meeting
  
- \* **Adjourn - Action**

## **Minutes**

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

**Wednesday, November 8, 2017**

#### **Call to Order**

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

#### **Present**

Claudia Bulthuis  
Gelynda Capel  
Susan Eggleston  
George Gilbreath  
Susan Hershberger

Gordon Knowles  
Samuel Martin  
Johnny McKinnon  
Bill Price

#### **Absent**

Phil Absher  
Paula Covington  
Andrea Marshall  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Mike Collins, Business Technologies Department Chair; Alexander Williams, Program Facilitator of Short Term Gunsmithing Courses; and Korrie Ervin, Assistant to the President.

#### **Welcome**

Mrs. Bulthuis welcomed all in attendance including Mike Collins, Business Technologies Department Chair and Alexander Williams, Program Facilitator of Short Term Gunsmithing Courses.

#### **Approval of the Agenda - Action**

Mrs. Bulthuis reported that the agenda is amended to include the October Board and Committee Minutes.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the amended agenda for the November 8, 2017 Board of Trustees meeting. The motion carried.

#### **Board of Ethics**

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

No conflicts were declared.

### **Board Presentation – Mike Collins, Business Technologies Department Chair**

The November Board presentation was given by Mike Collins, Business Technologies Department Chair.

### **Approval of October Board and Committee Minutes – Appendix A - Action**

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

## **STANDING COMMITTEE REPORTS**

### **Budget and Finance Committee – Susan Eggleston, Chairman**

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

- The committee reviewed the October Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received the Foundation Fund Statement for August.
- The committee reviewed the In-Kind Transfer Report. The committee approved and Mrs. Eggleston made a motion to approve the In-Kind Transfer report. Coming from committee, this required no second. The motion carried.
- The committee received a foundation and grants update.

### **Building and Grounds Committee – Gordon Knowles, Chairman**

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

- The committee reviewed facilities and incident reports.
- The committee received an update on construction projects.
- The committee discussed the Central High School construction area affecting MCC property.

### **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 employees Lynn Epps, Coordinator of Educational Partnerships and Alexander Williams, Program Facilitator of Short Term Gunsmithing Courses.
- Mrs. Capel reported the committee received notice of retirement from Mike Thompson, Senior Forestry Instructor.

### **Curriculum/Student Services Committee – Sam Martin, Chairman**

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

- The committee received updates regarding Instruction, Continuing Education, and Student Services.
- The committee reviewed the Continuing Education Accountability and Integrity Plan. The committee approved and Mr. Martin made a motion to approve the Continuing Education Accountability and Integrity Plan. Coming from committee, this required no second. The motion carried.
- The committee reviewed for a first reading revisions to Board Policy 504.00.

### **Legislative/Public Relations Committee – Claudia Bulthuis, Acting Chairman**

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

- The committee received a legislative update and a public information update.

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

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

- The committee received an update regarding the recent SACSCOC On-Site visit.
- The committee received the 2017 Fact Book/Sheet.
- The committee received the 2017 Business Continuity Plan.

### **SGA Report – Appendix X – Beth Smith**

Mrs. Smith, gave an update on the Student Government Association.

### **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:

- The College held a Veterans Resource Fair that gave great support to our veterans.
- Dr. Bledsoe has been involved in the IIPS Conference as the liaison to the President's Association.
- There will be an upcoming meeting to review the initial plans for renovations to Blair Hall.

- Dr. Bledsoe commended Mrs. Holton for all of the hard work that went into the recent SACSCOC visit.
- NC Organization for Human Services meeting was organized by Amy Friery and it was well attended.
- Dr. Bledsoe thanked Lynn Epps for all she has done as the Director of Resource Development and all that she will do as the Coordinator of Educational Partnerships.

**Chairman's Report – Claudia Bulhuis, Chairman**

**Notes of Appreciation – Appendix Z**

Mrs. Bulhuis presented thank you notes from Trailblazers that responded to their gifts.

**Calendar of Events – Appendix AA**

Mrs. Bulhuis presented Appendix AA, the calendar of events; she noted the following upcoming events:

- The Veterans Day Celebration is tomorrow and is always a nice event.
- The Christmas Carol event will be December 8. It is a great show.
- The Board Christmas Dinner will be December 15 at 5:30 p.m. at the Uwharrie Mercantile. Dirty Santa will be played for everyone that is present. Presents should not be more than \$25. The meal will be pot luck. Spouses are invited to attend.
- The Board Retreat will be March 24, 8:30 a.m. for breakfast and 9 a.m. for the meeting.
- Graduation will be May 9, 2018.
  
- Montgomery County Central High School Groundbreaking will be Tuesday, October 24.
- Graduation will be May 9, 2018.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the November Board meeting. The motion carried at 7:28 p.m.

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Claudia Bulhuis, Chairman

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 5:32 p.m. in the College Boardroom.

**Present**

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

**Absent**

Phil Absher

**Others Present**

Gelynda Capel  
George Gilbreath  
Samuel Martin  
Johnny McKinnon  
Bill Price

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

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

**Approval of October Committee Minutes – Appendix B**

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

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

Mrs. McBride presented Appendix C, the October Local, State and Institutional Funds Financial Reports. Mrs. McBride reported the following:

- As of October 31, 2017, County fund expenditures were \$256,076, 33% of the budget.
- There were \$175,494 available for Capital Expenditures.
- It was noted that property tax allocation presented is as of September 31, 2017. These funds will increase as property taxes are due at the end of the year.
- As of October 31, 2017, state funds expenditures were \$2,457,758, 33% of the budget.
- It was noted that Educational Equipment funds recently spent were for new gunsmithing equipment.
- Longevity has been requested. It was noted that longevity is a payment to employees who have been with the college ten years or more on the employees anniversary month as a percentage of the employees salary.
- As of October 31, 2017, the Institutional Fund balance was \$690,729.
- As of October 31, 2017, the balance in the STIF account was \$189,221.

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

### **September Foundation Fund Statement – Appendix D**

Mrs. Epps presented Appendix D, the September Foundation Fund Statement. The total funds held by the Foundation are \$3,443,542.

She reported that Wells Fargo presented at the Foundation Board meeting and it was noted that the growing trend may continue for the next couple months. It was noted that the fund management is guided by the investment policy approved by the Foundation Board which gives guidelines to Wells Fargo on how to invest the Foundation's funds.

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

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

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

### **Foundation Update – Lynn Epps**

Mrs. Epps gave an update from the Foundation Board meeting held earlier today. The 10<sup>th</sup> Baby Scholarship was awarded to Onyx Harris Mason, born on September 9. He is the son of Daniel mason and Kinsey Smith, a student at MCC.

Sandy and Jane Van Sinderen presented a framed piece of pottery.

The Foundation Board approved the Humanitarian of the Year Award to the Montgomery Board of County Commissioners and County Manager, and the Fundraiser of the Year Award to Claudia B. Bulthuis.

Mrs. Epps presented Appendix E-1, flyers for the Veterans Day Celebration on November 9 and Christmas Carol event on December 8.

The 50<sup>th</sup> Anniversary Scholarship was designated to fund the baby scholarships.

There being no further business, the meeting adjourned at 5:45 p.m.



**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 5:45 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Bill Price

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

**Approval of October Committee Minutes – Appendix F**

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

**Facilities Report – Appendix G**

Mrs. McBride presented Appendix G, the facilities report.

**Incident Report – Appendix H**

Mrs. McBride presented Appendix H, the incident report.

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

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

**Discussion – Central High School Common Area Construction on MCC Property – Dr. Chad Bledsoe**

Dr. Bledsoe reported that there has been concern of the central high school construction encroaching on the college property. He noted that the project manager has explained that the

entire project includes a smooth transition between the two properties. Any trees that have been removed will be replanted.

A temporary chain link fence will be put on the college property to prevent people from walking on the construction site. The maintenance trailer at the back of the property will be removed.

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

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 5:57 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Claudia Bulthuis  
George Gilbreath

**Absent**

Phil Absher, Vice Chairman  
Paula Covington

**Others Present**

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

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

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

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

**Approval of October Committee Minutes – Appendix J**

Mr. Gilbreath made a motion, seconded by Mrs. Bulthuis, to approve the October Personnel Committee minutes. The motion carried.

**Personnel Appointments**

**Coordinator of Educational Partnerships – Appendix K**

**Program Facilitator of Short Term Gunsmithing Courses – Appendix L**

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

**Notice of Retirement – Appendix M**

Mrs. Capel presented Appendix M. the notice of retirement from Mike Thompson, Senior Forestry Instructor. She thanked Mr. Thompson for all of his work and wished him well in his retirement.

There being no further business, the meeting adjourned at 5:59 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, November 8, 2017 at 5:59 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
Claudia Bulthuis  
Bill Price  
Susan Eggleston

**Absent**

Andrea Marshall, Vice Chairman

**Others Present**

Gelynda Capel  
George Gilbreath  
Susan Hershberger  
Gordon Knowles

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

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

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

**Approval of October Committee Minutes – Appendix N**

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

**Update from Vice President of Instruction**

**Instruction – Appendix O**

**Continuing Education – Appendix P**

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

**Accountability and Integrity Plan – Appendix Q – Action**

Mr. Proctor presented Appendix Q, the Accountability and Integrity Plan for Continuing Education. He noted that the state has changed the requirements for the Accountability and Integrity Plan. The new plan incorporates the new requirements by the state.

Mr. Price made a motion, seconded by Mrs. Eggleston to approve, the Continuing Education Accountability and Integrity Plan

**Board Policy 504.00 Revision – First Reading – Appendix R**

Dr. Bledsoe presented Appendix R, revisions to Board Policy 504.00 Continuing Education Internal Audit Plan. The revisions reflect that the college is following the State Board Code requiring an Accountability and Integrity Plan for Continuing Education and a procedure is being added to include the just approved plan. This policy is being presented for a first reading.

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

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

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

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 6:10 p.m. in the College Boardroom.

**Present**

Claudia Bulthuis  
Bill Price

**Absent**

Andrea Marshall, Chairman  
Paula Covington, Vice Chairman

**Others Present**

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

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

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

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

**Legislative Update – Dr. Chad Bledsoe – Appendix T-1**

Dr. Bledsoe presented Appendix T-1, information from the State Board of Community Colleges regarding Senate Bill 420.00 and recommended changes to State Board of Community Colleges Code. He noted that these revisions were initiated by the General Assembly. The college has until December 1 to make recommendations to the revisions.

Following discussion, the Board requested that a separate meeting be set up to discuss possible recommendations.

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

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

She presented a video showing the events of Manufacturing Day and the Governor's visit/

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, November 8, 2017 at 6:33 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Gelynda Capel  
Susan Eggleston  
Gordon Knowles  
Samuel Martin  
Bill Price

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

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the October Institutional Status Committee minutes. The motion carried.

**SACSCOC On-Site Visit Update**

Mrs. Holton reported that SACSCOC visited last week and there was a clean review.

**2017 Fact Book/Sheet – Appendix W – The Fact Book can be viewed at [www.montgomery.edu/pdf/mcc/factbook2017.pdf](http://www.montgomery.edu/pdf/mcc/factbook2017.pdf)**

Mrs. Holton presented the 2017 Fact Book and Fact Sheet.

**2017 Business Continuity Plan – Dr. Chad Bledsoe – A copy of the plan will be available at the meeting.**

Dr. Bledsoe presented the 2017 Business Continuity Plan. He noted that the plan has been updated as required by the Board Policy Manual.

There being no further business, the meeting adjourned at 6:36 p.m.

**Minutes**

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

**Thursday, November 30, 2017**

**Call to Order**

The called meeting of the Board of Trustees of Montgomery Community College was called to order at 10:00 a.m. by Claudia Bulthuis, Chairman, with the following members present:

**Present**

Claudia Bulthuis  
Gelynda Capel(via telephone)  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Samuel Martin  
Bill Price

**Absent**

Phil Absher  
Andrea Marshall  
Paula Covington  
Susan Eggleston  
Johnny McKinnon  
Matthew Monroe,  
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

**Welcome**

Mrs. Bulthuis welcomed all in attendance.

**Approval of the Agenda - Action**

Mr. Knowles made a motion, seconded by Mr. Gilbreath, to approve the agenda for the November 30, 2017 called meeting of the Board of Trustees. The motion carried.

**Board of Ethics**

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

No conflicts were declared.

**Discussion of Senate Bill 420 – Appendix A**

Dr. Bledsoe presented Appendix A, the memorandum regarding Senate Bill 420 and State Board of Community Colleges Code recommended changes in support of Senate Bill 420.



Dr. Bledsoe also presented a memorandum from the North Carolina Association of Community College Trustees regarding their stand on Senate Bill 420 and an email from Jennifer Haygood, Interim North Carolina Community College System President, regarding the draft amendments.

Dr. Bledsoe noted the recommended changes to the State Board of Community Colleges Code.

Concern was expressed that these changes may lead to autonomy of the local board being taken away.

Following discussion, the Board noted that there are a few references to approval being made by the “State Board of Community College of at least two-thirds of the members of the State Board attending the meeting”. It was recommended that language be added to reference this action would be taken at an “official meeting” of the State Board of Community Colleges, which would by law require a quorum to be present.

It was recommended to add language that the State Board of Community Colleges would develop guidelines as to how the five member board will operate, define the scope of their responsibilities, how they will be selected and if they would be eligible to serve as trustees once a full board is appointed.

A question arose regarding the NCACCT memorandum and what advisory committees were referenced. Dr. Bledsoe will follow up with this question.

It was discussed how the State Board will become aware of situations, the alerts could come from an employee, audit, or SACSCOC reviews.

The Board expressed their appreciation for the efforts of the State Board in dealing with this situation in a way that keeps local autonomy with the Board of Trustees.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to adjourn the meeting of the Board of Trustees at 10:52 a.m. The motion carried.

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Claudia Bulthuis, Chairman

**Budget & Finance Committee  
Wednesday, January 10, 2018  
5:30 p.m.**

**Committee Members**

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

**Agenda Items**

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix B – Action**
- ❖ **November and December Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **November Foundation Fund Statements – Appendix D**
- ❖ **Grants Update – Appendix E – Action**
- ❖ **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, November 8, 2017 at 5:32 p.m. in the College Boardroom.

**Present**

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

**Absent**

Phil Absher

**Others Present**

Gelynda Capel  
George Gilbreath  
Samuel Martin  
Johnny McKinnon  
Bill Price

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

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

**Approval of October Committee Minutes – Appendix B**

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

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

Mrs. McBride presented Appendix C, the October Local, State and Institutional Funds Financial Reports. Mrs. McBride reported the following:

- As of October 31, 2017, County fund expenditures were \$256,076, 33% of the budget.
- There were \$175,494 available for Capital Expenditures.
- It was noted that property tax allocation presented is as of September 31, 2017. These funds will increase as property taxes are due at the end of the year.
- As of October 31, 2017, state funds expenditures were \$2,457,758, 33% of the budget.
- It was noted that Educational Equipment funds recently spent were for new gunsmithing equipment.
- Longevity has been requested. It was noted that longevity is a payment to employees who have been with the college ten years or more on the employees anniversary month as a percentage of the employees salary.
- As of October 31, 2017, the Institutional Fund balance was \$690,729.
- As of October 31, 2017, the balance in the STIF account was \$189,221.

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

**September Foundation Fund Statement – Appendix D**

Mrs. Epps presented Appendix D, the September Foundation Fund Statement. The total funds held by the Foundation are \$3,443,542.

She reported that Wells Fargo presented at the Foundation Board meeting and it was noted that the growing trend may continue for the next couple months. It was noted that the fund management is guided by the investment policy approved by the Foundation Board which gives guidelines to Wells Fargo on how to invest the Foundation's funds.

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

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

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

**Foundation Update – Lynn Epps**

Mrs. Epps gave an update from the Foundation Board meeting held earlier today. The 10<sup>th</sup> Baby Scholarship was awarded to Onyx Harris Mason, born on September 9. He is the son of Daniel mason and Kinsey Smith, a student at MCC.

Sandy and Jane Van Sinderen presented a framed piece of pottery.

The Foundation Board approved the Humanitarian of the Year Award to the Montgomery Board of County Commissioners and County Manager, and the Fundraiser of the Year Award to Claudia B. Bulthuis.

Mrs. Epps presented Appendix E-1, flyers for the Veterans Day Celebration on November 9 and Christmas Carol event on December 8.

The 50<sup>th</sup> Anniversary Scholarship was designated to fund the baby scholarships.

There being no further business, the meeting adjourned at 5:45 p.m.

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

County Funds - November 2017		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Spend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	2,500	3,500	42%
514000	FT Svc/Maint/Skilled Craft	155,401	13,181	63,134	92,267	41%
514050	Supvr Svc/Maint/Skilled Craft	82,211	6,851	34,397	47,814	42%
518100	Social Security	18,705	1,528	7,601	11,104	41%
518200	Retirement	41,064	3,431	17,068	23,996	42%
518300	Medical Insurance	47,173	3,806	18,563	28,610	39%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	15,000	838	4,189	10,811	28%
519120	Lawns and Grounds Service	1,000	250	500	500	50%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,000	-	9,150	7,850	54%
522000	Maintenance Supplies	26,500	2,689	10,817	15,683	41%
524000	Repair Supplies	15,500	701	4,925	10,575	32%
525000	Gas/Travel/Reimbursement	6,000	(166)	464	5,536	8%
531110	In-State Ground	300	-	217	83	72%
531140	In-State Lodging	600	-	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Regisistration Fees	900	610	715	185	79%
532200	Telephone	16,800	1,169	5,906	10,894	35%
533100	Heat	13,598	86	1,246	12,352	9%
533200	Water	11,500	2,134	5,627	5,873	49%
533300	Electricity	188,000	15,314	89,233	98,767	47%
533400	Garbage/Sewage Disposal	6,485	922	4,893	1,592	75%
535100	Equipment Repair	1,800	32	1,079	721	60%
535200	Repairs to Facilities	15,500	1,244	13,177	2,323	85%
535201	Repairs to Grounds-Supp	3,289	-	3,288	1	100%
535400	Service Contracts	19,000	276	7,197	11,803	38%
539200	PR-President's Office	600	-	77	523	13%
539500	Other Current Expense	8,000	580	643	7,357	8%
543000	Lease/Rental Other Equipment	2,500	383	1,534	966	61%
545000	Property Insurance	13,007	34	34	12,973	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	-	250	5,236	5%
545201	Workers Comp	11,125	(2,434)	(2,434)	13,559	-22%
545301	Life Insurance	1,992	167	819	1,173	41%
545302	EAP Program Expense	1,683	140	842	842	50%
546100	Membership & Dues	1,440	1,440	1,440	-	100%
555200	Minor Equipment High	7,500	-	-	7,500	0%
<b>Total Current Expense</b>		<b>768,000</b>	<b>55,706</b>	<b>311,782</b>	<b>456,218</b>	<b>41%</b>

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

Appendix C

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

Life-to-date Revenues as of State's October 2017 Report	<b>\$ 420,188</b>
Add: FY16 Property Tax Allocation from County Report	<b>58,668</b>
Add: FY17 Property Tax Allocation from County Report	<b>60,675</b>
Add: FY18 Property Tax Allocation from County Report	<b>16,028</b>
<b>Total Revenue</b>	<b>555,559</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$55.6K), Biscoe Ctr Rent (\$10K)	(65,620)
Sub-total Life-to-date Revenues less Submitted Projects	22,524
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 10-31-17</b>	<b>\$ 197,524</b>

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

Appendix C

<b>State Funds - November 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 Spend This Year</b>
511100	President	139,254	11,605	58,023	81,232	42%
511200	FT Senior Administrator	238,968	19,914	99,570	139,398	42%
511300	FT Professional Staff	1,014,323	81,206	408,020	606,303	40%
511310	PT Professional Staff	87,416	1,838	13,795	73,622	16%
511340	30 Hour Professional St	72,772	-	-	72,772	0%
512000	FT Support	60,780	5,065	25,325	35,455	42%
512010	PT Support	30,160	2,985	13,936	16,224	46%
512040	30 Hour Support	28,608	2,384	11,920	16,688	42%
513000	FT Faculty	1,826,088	155,603	740,780	1,085,308	41%
513010	PT Faculty	722,210	77,440	263,946	458,264	37%
513030	PT Teaching Assistant	15,000	1,375	6,163	8,838	41%
513040	30 Hour Faculty	32,706	2,726	13,565	19,142	41%
515000	FT Technical/Paraprofessional	402,979	34,972	162,586	240,393	40%
515010	PT Technical/Paraprofessional	79,466	11,345	38,265	41,201	48%
518100	Social Security	349,356	30,028	135,997	213,359	39%
518200	Retirement	650,053	55,985	272,148	377,905	42%
518300	Medical Insurance	435,369	34,758	170,946	264,423	39%
518500	Unemployment Comp	1,324	1,324	1,324	-	100%
1 518700	Longevity Payments	550	6,161	29,762	(29,212)	0%
519000	Legal Services	876	-	-	876	0%
519020	Sys Implementation/Inte	5,300	-	-	5,300	0%
519040	Administrative Services	5,099	1,205	1,334	3,765	26%
519140	WAN Support Services	30,000	-	30,000	-	100%
519142	LAN Support Services	4,237	-	-	4,237	0%
519144	Managed Server Support	12,800	-	-	12,800	0%
519200	Other Contractual	5,000	-	2,350	2,650	47%
519400	Contracted Instruction	50,220	3,565	17,573	32,647	35%
519401	Online Tutoring-Contrac	5,522	4,261	4,261	1,261	77%
519700	Personal Svcs - 3rd Party	15,760	-	-	15,760	0%
523XXX	Copies & Instructional Supplies	142,987	13,235	60,879	82,108	43%
527000	Other Supplies	48,676	389	15,035	33,641	31%
527005	Tires & Oil Changes	1,600	407	407	1,193	25%
531110	In-State Ground Transportation	19,356	1,290	5,174	14,182	27%
531140	In-State Lodging	19,053	2,850	6,357	12,696	33%
531150	In-State Meals	5,739	304	1,304	4,435	23%
531210	Out-of-State Ground Transportation	2,293	96	793	1,500	35%
531220	Out-of-State Air Transportation	3,927	790	1,694	2,233	43%
531240	Out-of-State Lodging	8,165	1,049	2,269	5,896	28%
531250	Out-of-State Meals	1,915	65	152	1,763	8%
531410	Board/non-emp Transport	206	-	206	0	100%
531420	Board Expense - Subsistence	2,294	-	1,288	1,006	56%
531500	Registration Fees	32,289	2,746	13,078	19,211	41%
532100	Postage	8,257	(20)	764	7,493	9%
532700	Software Subscriptions	18,885	-	7,745	11,140	41%
532310	Telecmn Data Charge-WAN	66	-	-	66	0%
535100	Equipment Repair	15,471	347	5,890	9,581	38%

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

State Funds - November 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipment	6,150	-	2,357	3,793	38%
535450 Maint Agreement-NonWAN - Curr	38,447	-	20,784	17,663	54%
535491 Maint. Ag LAN Equip	7,477	-	7,477	(0)	100%
535494 Maint. Agree.-Server-Sf	2,600	-	-	2,600	0%
535495 Maint. Agree.-Server	57,679	2,916	7,808	49,871	14%
537000 Advertising	681	-	-	681	0%
537100 Advertise Vacant Positions	12,000	605	3,884	8,116	32%
539400 Magazine/Newspaper Subscriptions	3,750	49	1,422	2,328	38%
539500 Other Current Expense	1,934	-	-	1,934	0%
539520 Electronic Processing	12,000	-	3,555	8,445	30%
539700 Childcare - 530 Purpose	22,683	2,706	4,950	17,733	22%
542403 Rental/Lease Servers	3,840	320	1,600	2,240	42%
544000 NonWAN Data Process Software	400	-	-	400	0%
544010 Software License Renewal	23,568	1,260	1,260	22,308	5%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,090	150	1,454	16,636	8%
546200 Accreditation Ex	9,090	534	2,284	6,806	25%
548000 NEIT	1,576	-	-	1,576	0%
555100 Minor Equip Low Risk <\$5K	6,116	-	6,116	(0)	100%
555200 Minor Equip High Risk	3,816	1,109	3,316	500	87%
<b>Total Current Expense</b>	<b>6,891,497</b>	<b>578,941</b>	<b>2,714,362</b>	<b>4,177,135</b>	<b>39%</b>
553000 Educational Equipment	534,630	-	309,036	225,594	58%
555100 Minor Equipment Low Risk	10,000	-	(2,023)	12,023	0%
555200 Minor Equip High Risk	50,412	-	15,096	35,316	30%
556100 Books	15,985	141	369	15,616	2%
<b>Total Capital Expense</b>	<b>611,027</b>	<b>141</b>	<b>322,478</b>	<b>288,549</b>	<b>53%</b>
<b>Total Expenses</b>	<b>7,502,524</b>	<b>579,082</b>	<b>3,036,841</b>	<b>4,465,683</b>	<b>40%</b>

1 Longevity to be funded in January.



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

Appendix C

<b>Institutional Funds - November 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	-	-	-	25	777
01-132	Overhead Receipts 75%	132	903	555	1,938	11,623
01-133	Current General & Misc	227	138	890	775	11,522
01-134	Admin Support	765	765	1,399	1,399	-
01-135	Overhead Receipts 25%	44	-	185	-	7,660
01-142	Textbook Rental	-	694	16,670	22,320	3,942
01-222	Forestry Program	-	-	-	-	10,045
01-291	Specific Fees: Medical	-	-	255	-	2,876
01-291	Specific Fees: Electron	25	-	250	-	2,360
01-291	Specific Fees: Gunsmith	300	685	6,570	6,902	41,792
01-291	Specific Fees: Phlebotomy	-	-	100	-	400
01-291	Specific Fees: Taxiderm	75	-	720	1,172	13,114
01-291	Specific Fees - LP	350	-	2,150	-	8,305
01-291	Specific Fees: Dental	-	-	1,615	190	5,253
01-291	Specific Fees: NET/TEAS	-	-	192	-	4,106
01-291	Specific Fees: HVAC	25	-	175	-	175
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	45	-	45	-	603
01-315	Self Supporting	1,640	5,891	25,351	22,443	46,736
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	345	184	2,049
01-363	Small Business Center	-	6	1,259	1,154	7,379
01-391	Specific Fees: Occ. Ext	855	424	4,757	4,176	63,379
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	44	(4,445)	515	21,099	39,865
01-622	Sales Tax Utilization	-	2,000	79,620	69,618	10,003
01-715	Vending	469	469	2,775	2,775	-
02-131	College Work Study	3,687	3,687	7,798	7,798	-
02-228	Self Supp. Curriculum	-	265	-	2,572	24,614
02-229	Distance Learning	11	-	52	-	-
02-237	Perkins Prof Dev	-	-	-	-	-
02-238	Perkins Prof Develop	-	-	-	-	-
02-241	Perkins Automation Soft	-	-	-	-	-
02-292	Tech Fee-Curr	1,190	634	9,436	2,347	119,966
02-383	Fire Training Center Gr	-	2,820	3,434	8,224	6,020
02-392	Tech Fee: Con Ed	-	-	5	-	1,958
<b>1</b>	02-425 NCWorks Grant Adult Services	7,366	5,956	20,983	26,939	(5,956)
<b>1</b>	02-427 NCWorks Grant Dislocated Worker	1,735	1,727	5,725	7,452	(1,727)
<b>2</b>	02-429 Vo-Ed PT Curr Support	-	761	-	3,851	(3,851)
<b>2</b>	02-511 Voc-Ed Counseling	-	958	-	4,803	(4,803)
<b>2</b>	02-512 Voc-Ed Tutor Funds	-	1,686	-	2,177	(2,177)
	02-823 FSEOG	-	-	6,269	6,269	-
<b>3</b>	02-824 Pell Grant	13,178	13,918	538,191	538,931	(6,255)
<b>4</b>	02-831 Educ. Lottery Schol.	-	711	14,168	14,192	(24)
	02-833 Golden LEAF	-	1,464	5,873	5,777	97
	02-835 NC Comm Coll Grt	-	650	32,394	30,024	2,136
	02-836 High Demand/Low Enrol	-	-	1,100	1,100	-

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

Appendix C

<b>Institutional Funds - November 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>
02-837	MCC Foundation Scholar	-	-	77,548	77,298	250
02-838	Wells Fargo Scholarship					-
02-839	Less Than Half-time	-	-	1,300	90	1,210
02-842	SGA President Scholar	-	-	750	750	-
02-845	SECU Scholarships	-	-	5,000	5,000	-
05-715	Vending	1,421	559	4,082	3,100	12,609
05-716	Bookstore Vending	-	-	5,184	-	83,407
05-720	Bookstore	61	-	302	-	-
05-721	General Store	144	1,318	7,842	6,420	2,988
05-740	Parking Fee	252	-	2,284	-	36,423
05-770	Stud Govt Assoc	1,882	601	14,680	9,199	29,912
05-771	Graduation Fund	40	-	190	73	2,015
05-774	Stud. Amabassador	213	-	1,647	-	27,691
<b>5</b>	07-925 Bond-Workplace Dev Renovation	39,933	39,943	85,041	85,051	(10)
	07-925 Bond-Bldg 200 HVAC Replacement	-	-	54,050	54,050	-
	07-925 Bond-Bldg 200 Interior	-	-	55,415	55,415	-
	09-772 Club Accounts	-	-	-	-	86,564
<b>6</b>	09-773 Agency Fund	-	-	-	-	(18,722)
<b>7</b>	09-775 Funds for Others	-	-	-	-	(2,590)
	09-776 Restricted Schol Held	-	-	-	-	-
	09-777 Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>76,109</b>	<b>85,187</b>	<b>1,107,138</b>	<b>1,115,071</b>	<b>691,211</b>

<b>STIF Account as of 11/30/17</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	44	215	42,650	42,865
02-229	Distance Learning	11	52	10,310	10,362
02-292	Technology Fees	78	383	75,725	76,108
05-720	Bookstore	61	302	59,777	60,079
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>193</b>	<b>952</b>	<b>188,462</b>	<b>189,414</b>

- 1 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed**
- 2 PERKINS Due from Randolph CC**
- 3 PELL Adjustment**
- 4 Due from State Education Lottery**
- 5 Due from Jeffrey Webb**
- 6 Financial Aid Charges for Books**
- 7 Flexible Spending Account**

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

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514050	Supvr Svc/Maint/Skilled Craft	82,211	6,851	41,248	40,963	50%
518100	Social Security	18,705	1,498	9,098	9,607	49%
518200	Retirement	41,064	3,431	20,500	20,564	50%
518300	Medical Insurance	47,173	3,958	22,521	24,652	48%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	15,000	2,021	6,210	8,790	41%
519120	Lawns and Grounds Service	1,000	-	500	500	50%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,000	155	9,305	7,695	55%
522000	Maintenance Supplies	26,500	300	11,117	15,383	42%
524000	Repair Supplies	15,500	414	5,339	10,161	34%
525000	Gas/Travel/Reimbursement	6,000	355	819	5,181	14%
531110	In-State Ground	300	-	217	83	72%
531140	In-State Lodging	600	-	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Regisistration Fees	900	-	715	185	79%
532200	Telephone	16,800	969	6,875	9,925	41%
533100	Heat	20,092	18,846	20,092	(0)	100%
533200	Water	11,500	34	5,661	5,839	49%
533300	Electricity	188,000	13,857	103,091	84,909	55%
533400	Garbage/Sewage Disposal	6,485	1,077	5,970	515	92%
535100	Equipment Repair	1,800	-	1,079	721	60%
535200	Repairs to Facilities	15,500	110	13,287	2,213	86%
535201	Repairs to Grounds-Supp	3,289	-	3,288	1	100%
535400	Service Contracts	19,000	276	7,472	11,528	39%
539200	PR-President's Office	600	-	77	523	13%
539500	Other Current Expense	8,000	427	1,070	6,930	13%
543000	Lease/Rental Other Equipment	2,500	383	1,917	583	77%
545000	Property Insurance	13,007	-	34	12,973	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	-	250	5,236	5%
545201	Workers Comp	11,125	-	(2,434)	13,559	-22%
545301	Life Insurance	1,992	173	992	1,000	50%
545302	EAP Program Expense	1,683	140	982	701	58%
546100	Membership & Dues	1,440	-	1,440	-	100%
555200	Minor Equipment High	1,006	-	-	1,006	0%
<b>Total Current Expense</b>		<b>768,000</b>	<b>68,955</b>	<b>380,737</b>	<b>387,263</b>	<b>50%</b>

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

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Less: 2016-17 Projects	(60,728)
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**Montgomery Community College**  
**State Funds - Board Report for December 2017**

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511300 FT Professional Staff	999,626	79,699	487,719	511,907	49%
511310 PT Professional Staff	92,645	1,035	14,830	77,816	16%
511340 30 Hour Professional St	72,772	-	-	72,772	0%
512000 FT Support	60,780	5,065	30,390	30,390	50%
512010 PT Support	30,160	2,908	16,844	13,316	56%
512040 30 Hour Support	28,608	2,384	14,304	14,304	50%
513000 FT Faculty	1,826,088	155,603	896,383	929,705	49%
513010 PT Faculty	735,556	62,689	326,635	408,921	44%
513030 PT Teaching Assistant	15,000	1,000	7,163	7,838	48%
513040 30 Hour Faculty	32,706	2,726	16,290	16,416	50%
515000 FT Technical/Paraprofes	402,979	35,146	197,732	205,247	49%
515010 PT Technical/Paraprofes	84,324	5,946	44,211	40,113	52%
518100 Social Security	347,667	27,905	163,903	183,764	47%
518200 Retirement	647,536	55,264	327,412	320,124	51%
518300 Medical Insurance	432,740	36,219	207,164	225,576	48%
518500 Unemployment Comp	1,324	-	1,324	-	100%
1 518700 Longevity Payments	550	6,178	35,940	(35,390)	0%
519000 Legal Services	876	-	-	876	0%
519020 Sys Implementation/Inte	5,300	-	-	5,300	0%
519040 Administrative Services	5,099	106	1,440	3,659	28%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	4,237	-	-	4,237	0%
519144 Managed Server Support	12,800	-	-	12,800	0%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instr	50,520	4,655	22,228	28,292	44%
519401 Online Tutoring Contrac	6,864	2,602	6,864	0	100%
519700 Personal Serv - 3rd Par	15,760	-	-	15,760	0%
523XXX Copies & Instr Suppl	148,331	8,984	69,862	78,469	47%
527000 Other Supplies	49,997	4,185	19,219	30,778	38%
527005 Tires, Oil Changes, Oth	1,600	-	407	1,193	25%
531110 In-State Ground Transpo	19,655	1,911	7,085	12,570	36%
531140 In-State Lodging	17,863	1,719	8,076	9,787	45%
531150 In-State Meals	5,794	295	1,599	4,195	28%
531210 Out-of-State Ground Tra	2,339	107	900	1,439	38%
531220 Out-of-State Air Transp	3,927	-	1,694	2,233	43%
531240 Out-of-State Lodging	8,015	-	2,269	5,746	28%
531250 Out-of-State Meals	1,992	207	359	1,633	18%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,294	-	1,288	1,006	56%
531500 Registration Fees	31,754	669	13,747	18,007	43%
532100 Postage	7,193	2,508	3,272	3,921	45%
532337 Managed Server Support	1,064	-	-	1,064	0%
532700 Software Subscriptions	18,885	-	7,745	11,140	41%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%

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

Appendix C

State Funds - December 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535100 Equipment Repair	13,971	917	6,807	7,164	49%
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipme	6,150	-	2,357	3,793	38%
535450 Maint Agreement-NonWAN	38,447	11,065	31,849	6,598	83%
535494 Maint. Agree.-Server Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	2,600	-	-	2,600	0%
537000 Advertising	57,679	5,896	13,704	43,975	24%
535491 Maint. Ag LAN Equip	681	-	-	681	0%
537100 Advertise Vac Positions	12,000	1,460	5,344	6,656	45%
539400 Magazine/Newspaper Subs	3,750	(143)	1,280	2,470	34%
539500 Other Current Expense	1,934	-	-	1,934	0%
539520 Electronic Processing	12,000	-	3,555	8,445	30%
539700 Childcare - 530 Purpose	22,683	2,990	7,940	14,743	35%
542403 Rental/Lease Servers	3,840	320	1,920	1,920	50%
544000 NonWAN Data Process Sof	400	-	-	400	0%
544010 Software License Renewa	22,255	169	1,429	20,826	6%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,090	-	1,454	16,636	8%
546200 Accreditation Ex	9,090	1,219	3,502	5,588	39%
548000 NEIT	1,576	-	-	1,576	0%
555100 Minor Equipment Low	7,119	1,003	7,119	(0)	100%
555200 Minor Equip High	3,816	-	3,316	500	87%
<b>Total Current Expense</b>	<b>6,898,497</b>	<b>564,130</b>	<b>3,278,492</b>	<b>3,620,005</b>	<b>48%</b>
553000 Educational Equipment	574,630	0	309,036	265,594	54%
555100 Minor Equipment Low Risk	10,000	0	-2,023	12,023	0%
555200 Minor Equip High Risk	50,412	11,250	26,347	24,065	52%
556100 Books	15,985	0	369	15,616	2%
<b>Total Capital Expense</b>	<b>651,027</b>	<b>11,250</b>	<b>333,729</b>	<b>317,298</b>	<b>51%</b>
<b>Total Expenses</b>	<b>7,549,524</b>	<b>575,380</b>	<b>3,612,221</b>	<b>3,937,303</b>	<b>48%</b>

1 Longevity to be funded in January.

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

Appendix C

<b>Institutional Funds - December 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	-	-	-	25	777
01-132	Overhead Receipts 75%	133	165	688	2,102	11,591
01-133	Current General & Misc	88	88	977	863	17,847
01-134	Admin Support	77	77	1,476	1,476	-
01-135	Overhead Receipts 25%	44	-	229	-	7,704
<b>1</b> 01-142	Textbook Rental	8	8,478	16,677	30,797	(4,528)
01-222	Forestry Program	-	4,175	-	4,175	5,870
01-291	Specific Fees: Medical	15	-	270	-	2,891
01-291	Specific Fees: Electron	88	-	338	-	2,447
01-291	Specific Fees: Gunsmith	500	2,142	7,070	9,044	40,150
01-291	Specific Fees: Phlebotomy	-	-	100	-	400
01-291	Specific Fees: Taxiderm	59	1,897	779	3,069	11,275
01-291	Specific Fees - LP	150	-	2,300	-	8,455
01-291	Specific Fees: Dental	200	-	1,815	190	5,453
01-291	Specific Fees: NET/TEAS	-	-	192	-	4,106
01-291	Specific Fees: HVAC	-	-	175	-	175
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	45	-	603
01-315	Self Supporting	219	2,612	25,570	25,055	44,343
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	345	184	2,049
01-363	Small Business Center	-	-	1,259	1,154	7,379
01-391	Specific Fees: Occ. Ext	5,134	-	9,891	4,176	68,513
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	346	1,425	862	22,524	38,740
01-622	Sales Tax Utilization	1,338	1,340	80,958	70,958	10,000
01-715	Vending	990	990	3,765	3,765	-
02-131	College Work Study	3,730	3,730	11,528	11,528	-
02-228	Self Supp. Curriculum	-	-	-	2,572	24,614
02-229	Distance Learning	11	-	63	-	-
02-237	Perkins Prof Dev	-	-	-	-	-
02-238	Perkins Prof Develop	-	-	-	-	-
02-241	Perkins Automation Soft	-	-	-	-	-
02-292	Tech Fee-Curr	1,290	39,838	10,726	42,185	81,336
02-383	Fire Training Center Gr	-	1,292	3,434	9,516	4,728
02-392	Tech Fee: Con Ed	-	-	5	-	1,958
<b>2</b> 02-425	NCWorks Grant Adult Services	-	6,008	20,983	32,706	(11,771)
<b>2</b> 02-427	NCWorks Grant Dislocated Worker	-	1,618	5,725	9,311	(3,537)
<b>3</b> 02-429	Vo-Ed PT Curr Support	3,090	765	3,090	4,615	(1,525)
<b>3</b> 02-511	Voc-Ed Counseling	3,845	960	3,845	5,763	(1,918)
<b>3</b> 02-512	Voc-Ed Tutor Funds	491	979	491	3,155	(2,665)
02-823	FSEOG	-	-	6,269	6,269	-
<b>4</b> 02-824	Pell Grant	12,507	11,767	550,697	550,697	(3,673)
02-831	Educ. Lottery Schol.	24	-	14,192	14,192	-
02-833	Golden LEAF	-	-	5,873	5,777	97
02-835	NC Comm Coll Grt	(899)	1,471	31,495	31,495	-
02-836	High Demand/Low Enrol	-	-	1,100	1,100	-

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

Appendix C

Institutional Funds - December 2017		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
02-837	MCC Foundation Scholar	-	-	77,548	77,298	250
02-838	Wells Fargo Scholarship	250	250	250	250	-
02-839	Less Than Half-time	-	-	1,300	90	1,210
02-842	SGA President Scholar	-	-	750	750	-
02-845	SECU Scholarships	-	-	5,000	5,000	-
05-715	Vending	809	1,650	4,891	4,750	11,768
05-716	Bookstore Vending	-	-	5,184	-	80,785
05-720	Bookstore	65	-	367	-	-
05-721	General Store	663	1,381	8,505	7,802	2,270
05-740	Parking Fee	327	-	2,611	-	36,749
05-770	Stud Govt Assoc	2,014	7,217	16,694	16,416	24,709
05-771	Graduation Fund	115	-	305	73	2,130
05-774	Stud. Amabassador	224	-	1,870	-	27,914
<b>5</b>	07-925 Bond-Workplace Dev Renovation	-	1,284	85,041	86,335	(1,294)
	07-925 Bond-Bldg 200 HVAC Replacement	2,150	-	56,200	54,050	2,150
	07-925 Bond-Bldg 200 Interior	-	-	55,415	55,415	-
	09-772 Club Accounts	-	-	-	-	70,074
<b>6</b>	09-773 Agency Fund	-	-	-	-	(13,462)
<b>7</b>	09-775 Funds for Others	-	-	-	-	(1,988)
	09-776 Restricted Schol Held	-	-	-	-	300
	09-777 Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>40,092</b>	<b>103,595</b>	<b>1,147,230</b>	<b>1,218,667</b>	<b>622,952</b>

STIF Account as of 12/31/17		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	46	262	42,650	42,912
02-229	Distance Learning	11	63	10,310	10,373
02-292	Technology Fees	82	465	75,725	76,190
05-720	Bookstore	65	367	59,777	60,144
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>205</b>	<b>1,157</b>	<b>188,462</b>	<b>189,619</b>

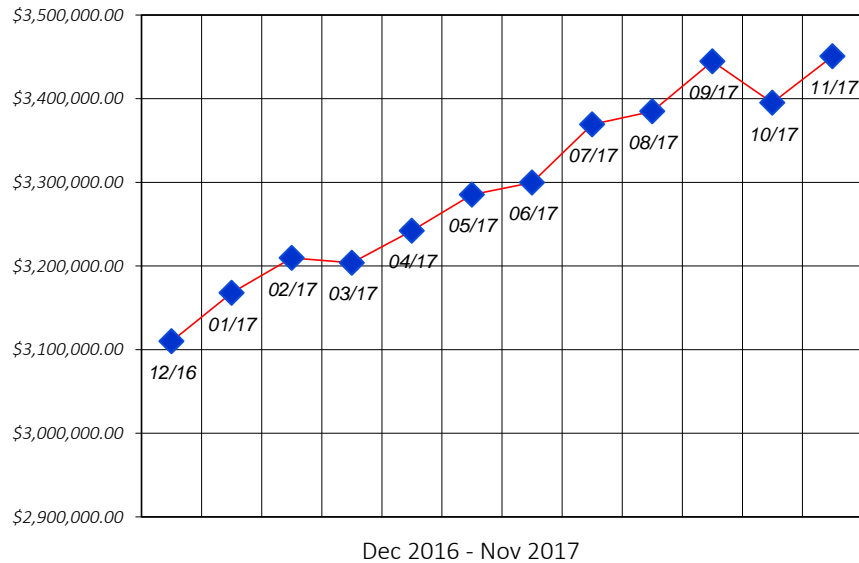
- 1 Due from MCS
- 2 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed
- 3 PERKINS Due from Randolph CC
- 4 PELL Adjustment
- 5 Due from State
- 6 Financial Aid Charges for Books
- 7 Flexible Spending Account



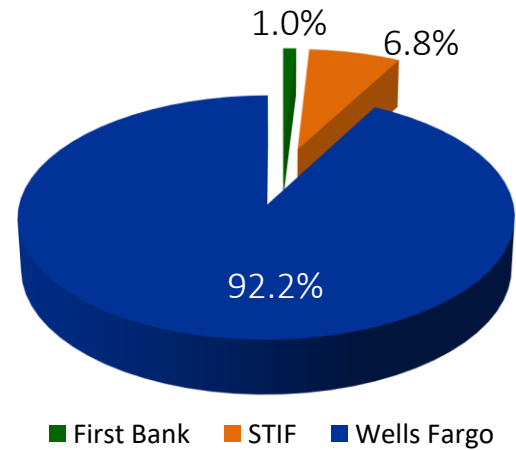
## Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of November 2017			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$3,027,479.82</b>	<b>\$244,312.93</b>	<b>\$27,862.79</b>	<b>\$3,299,655.54</b>	<b>\$3,132,474.75</b>	<b>\$235,053.42</b>	<b>\$27,512.12</b>	<b>\$3,395,040.29</b>
<b>Receipts</b>								
Interest/Dividends	\$26,275.91	\$1,260.93	\$2.42	\$27,539.26	\$4,702.33	\$240.30	\$0.49	\$4,943.12
Deposits	\$9,054.40	\$34,525.18	\$70,705.07	\$114,284.65	\$667.20	\$1,153.42	\$10,316.42	\$12,137.04
<b>Total Receipts</b>	<b>\$35,330.31</b>	<b>\$35,786.11</b>	<b>\$70,707.49</b>	<b>\$141,823.91</b>	<b>\$5,369.53</b>	<b>\$1,393.72</b>	<b>\$10,316.91</b>	<b>\$17,080.16</b>
<b>Disbursements</b>								
Fees/Withdrawals	\$69,552.66	\$43,986.51	\$65,187.87	\$178,727.04	\$1,897.29	\$334.61	\$4,446.62	\$6,678.52
<b>Total Disbursements</b>	<b>\$69,552.66</b>	<b>\$43,986.51</b>	<b>\$65,187.87</b>	<b>\$178,727.04</b>	<b>\$1,897.29</b>	<b>\$334.61</b>	<b>\$4,446.62</b>	<b>\$6,678.52</b>
<b>Market Value Net Change</b>	<b>\$187,900.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$187,900.25</b>	<b>\$45,210.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,210.73</b>
<b>Ending Value</b>	<b>\$3,181,157.72</b>	<b>\$236,112.53</b>	<b>\$33,382.41</b>	<b>\$3,450,652.66</b>	<b>\$3,181,157.72</b>	<b>\$236,112.53</b>	<b>\$33,382.41</b>	<b>\$3,450,652.66</b>
<b>Net Change</b>	<b>\$153,677.90</b>	<b>(\$8,200.40)</b>	<b>\$5,519.62</b>	<b>\$150,997.12</b>	<b>\$48,682.97</b>	<b>\$1,059.11</b>	<b>\$5,870.29</b>	<b>\$55,612.37</b>

### Foundation Funds Value



### Foundation Funds Distribution



Grants Applied or in Process						
Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates	
American Welding Society	AWS Foundation Welder Workforce Grant	Expand current welding classes to 3 additional day classes by adding a part-time qualified instructor	1 Year	\$25,000	Application deadline is 10/2/17 Submitted 10/2/17 Denied Dec 2017 Eligible to apply again	
Grants Awarded						
Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
Duke Energy	Duke Energy Community College Apprenticeship Grant Program	The program is open to community colleges throughout the state for registered apprenticeship and pre-apprenticeship programs designed for new and incumbent workers, preferably within the manufacturing industry, giving students hands-on experience and giving businesses access to a pipeline of skilled workers.	1 Year	\$200,000		Letter of Inquiry submitted 6/29/17 Email dated 8/22/17 to with application to apply. Due date of September 22, 2017 Submitted 9/20/17 approved/re'd check 12/7/17
NRA Foundation	Get Outdoors Program - by MCC Taxidermy Department	The Get Outdoors Program will promote and educate youth in such areas as gun/firearms safety, shooting sports, hunting, hunter safety, animal and plant identification, proper field dressing, eating wild game, and basic wilderness survival through a strong partnership between our Taxidermy, Gunsmithing, Forestry and Hunting & Shooting Sports Management Departments at MCC.	1 Year	Supplies & Materials		Application Deadline is October 3, 2017 Submitted 9/27/17 Approved Conf. \$4,744.99 in supplies 1/8/2018
NRA Foundation	Scholarships for Montgomery Community College Gunsmithing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$4,000 - Eastern \$4,000 - Western		Application Deadline is October 3, 2017 Submitted 9/28/17 Approved conf \$4,112 for scholarships 1/8/2018
NC Community College System Office	NC Drone Academy	To grow our program to the degree that it could be a resource for all other community colleges.	1 Year	Requested - \$131,000 Received - \$47,000		Application Deadline is October 3, 2017 Submitted 10/3/17 State Board Approved on 11/17/17 to award \$47,000.

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

**Building & Grounds Committee  
Wednesday, January 10, 2018  
5:45 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix F – Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Construction Update and Building Projects Timeline – Appendix I**
- ❖ **Blair Hall Update - Appendix I-1**
- ❖ **New Business**
- ❖ **Adjourn**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 5:45 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Bill Price

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

**Approval of October Committee Minutes – Appendix F**

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

**Facilities Report – Appendix G**

Mrs. McBride presented Appendix G, the facilities report.

**Incident Report – Appendix H**

Mrs. McBride presented Appendix H, the incident report.

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

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

**Discussion – Central High School Common Area Construction on MCC Property – Dr. Chad Bledsoe**

Dr. Bledsoe reported that there has been concern of the central high school construction encroaching on the college property. He noted that the project manager has explained that the

entire project includes a smooth transition between the two properties. Any trees that have been removed will be replanted.

A temporary chain link fence will be put on the college property to prevent people from walking on the construction site. The maintenance trailer at the back of the property will be removed.

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

## Board Report

## Facilities

January 2018

Prepared By: Wanda Frick

In coordination with the new high school construction project, the old mobile unit near the site has been demolished and removed from the property. The area has been cleaned with a security fence currently being installed.

Along with the construction site work, blasting has been taking place periodically to loosen underground rock. Construction Manager, Jay Niederhofer, sends daily updates on blasting days and times for campus notification.



The maintenance crew are assigned weekly and monthly preventative maintenance tasks to keep the campus systems running smoothly. Below are a few examples from the past month:

- Emergency Call boxes across campus - These are tested weekly and any needed repairs are reported.
- Mass Notification Tower - The tower has a weekly test (programmed to sound off Fridays), plus the controls are checked monthly for battery charge.
- Roof - top ventilators and drains (all buildings) - Building tops checked monthly for leaf build-up and cleared to avoid drain or ventilation blockages.
  - Campus air compressors - checked monthly for drains and needed service.

- Building 600 waste pump - Pumps and tank checked monthly for any issues or needed repairs.
- Fire Extinguishers (All Buildings) - Extinguishers are inspected monthly, any needed refills or repairs are reported.

Capel Hall hallway lighting upgrade - The main hallway lighting in Capel Hall is being upgraded over the holiday break for improved lighting and energy savings. Currently the areas have Metal Halide 450 Watt fixtures, with several “burned out” that currently uses approximately 5000 Watts (total) continuously while operating. New LED flat panel lights (no tubes or ballasts) will be installed that will produce more light and only consume 950 Watts (Total) continuously while in operation.



# Montgomery Community College

## Construction Update

### January 2018

- Building 200 HVAC Replacement – The project was advertised for bids to be publicly opened December 1, 2017. Since this is a formal project, 3 sealed proposals are required for award of the project. Only 2 bids were submitted. No packages were opened, the project is to be re-advertised with bid opening January 3, 2018 at 3:00 pm in Capel Hall boardroom.
  - Budgeted: \$1,000,000
  - Disbursed to Date: \$59,500.00
  
- Center for Workforce Development – The renovation is approximately 100 % complete with a new entrance, including handicap access, recently installed. Maintenance staff is finishing the implementation of a new key system that will eventually be used campus-wide. The project has been closed through the NC Interscope system.
  - Budgeted: \$200,000
  - Disbursed to Date: \$99,872.68
  
- Building 100 Renovation, HVAC and Roof Replacement – Currently in design phase.
  - Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
  - Disbursed to Date: \$42,367.50

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	
Capel Hall Roof Replacement	\$ 174,430.00	(3-1)	State Board	Design	Constr Bid		Construction	Complete										
Capel Hall HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board			Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase									
Center for Workforce Development (Outpost)	\$ 200,000.00		(3-1)	State Board	Design Phase			Constr Bid (Rejected 3/1)	Modify Scope	Construction Bid	Construction					Complete		
Entrance Sign Renovation	\$ -			Construction		Complete												
Industrial Maintenance Building	\$ 1,000,000.00																	
Building 500 Roof	\$ 40,000.00																	
Building 500 Renovation	\$ 25,000.00																	
Building 500 HVAC	\$ 75,000.00																	
Building 200 Painting/Carpet/Construction	\$ 125,000.00					(3-1)	State Board	Construction Bid	Construction				Complete					
Building 300 HVAC	\$ 75,000.00																	
Blair Hall Renovation	\$ -																	
Roof Replacement	\$ 300,000.00																	
HVAC Replacement	\$ 205,000.00					(3-1)	State Board	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase							
Interior Renovation	\$ 2,740,000.00																	
Blair Hall Entrance	\$ 375,107.00																	
Total Cost	\$ 6,334,537.00																	

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

**Montgomery Community College - Program of Spaces**

1723/B-1.0

<b>Person</b>	<b>Title</b>	<b>Current Location</b>	<b>Sqr Ft Needed</b>	<b>Preferred Location</b>	<b>Notes</b>	
Michele Haywood	Public Information Officer	273C (CATS Lab)	Office & storage* (400 sq. ft.?)	Current Location	*Currently, camera, lighting equipment and misc. reusable marketing materials are stored in a closet in Building 200 in the Early College admin. area. If I am going to be in Bldg. 100, it would be nice not to have to walk to 200 for my equipment. If I stay where I am, it's not an issue.	
Carol Holton	Director of IE/SACSCOC Liaison	259A (Library)	Office	100	Noise level from the general store and other library services can be distracting at times :) (I'm a boomer - I like silence to concentrate)	
Cindy Ellison	Dean, Technology & Learning Resources	N/A	35-40	As centrally located as possible on 3rd hall	Data closet- needs adequate ventilation to keep equipment from overheating- this is in addition to 134 and 150 data closets	
<b>Business Operations</b>						
	Workroom	Business Office	150	Business Office	Room for copier, files, safe and key cabinet.	
	Jeanette McBride	VP of Administrative Services	126 Business Office	175	Near Business Office	Room for conference table in office
	Melisa Bond	Human Resources Coordinator	121 Business Office	100	Business Office or near	Accessible from public hallway. Area for personel files.
	Jessica Brower	Accounts Rec Specialist/Cashier	122 Business Office	150	Business Office	Cashier window
	Margie Phillips	Accounts Payable Specialist	122 Business Office	100	Business Office	
	Tonya Luck	Accountant	124 Business Office	100	Business Office	
	Controller	Controller	Vacant position	100	Business Office	
	Wanda Frick	Dir of Facilities	127	100		
	Connie Harris	Purchasing/Evening Coordinator	173 Purchasing	N/A	Existing	Ample room for supply storage and loading dock to receive orders
<b>Con Ed</b>						
	Continuing Education					
	Julie Burshikos	Director of Foundational studies	158	150		
	David Hendrix	Foundational Studies	158	100		
	Kathy Garner-SMith	Foundational Studies	158	100		
	Part-timers Office	Foundational Studies	158	60		

**Montgomery Community College - Program of Spaces**

1723/B-1.0

<b>Person</b>	<b>Title</b>	<b>Current Location</b>	<b>Sqr Ft Needed</b>	<b>Preferred Location</b>	<b>Notes</b>
<b>Enrollment &amp; Registration</b>					
Phyllis Parsons / Carmen Simpson	Info Desk/Switchboard	118D	100		Switchboard/Info Desk
	Registration Waiting		150		Need open area for registration purposes; we experience long lines during peak registration periods
	Display Area		50		Need space for display of program information
	Records Storage		50		
Tavia Housley	Enrollment Specialist	108A	100		
Karen Frye	Enrollment Coordinator	108C	100		
<b>Student Services</b>					
	Conference Room		250		Conference area for 10
	Workroom		150		Small workroom for shredder and paper storage
Savannah Heath	Dir of Student Life/Recruitment	117	100		
Beth Smith	VP of Student Services	108B	150		Room for small conference table in office
<b>Financial Aid/Veterans</b>					
	Display Area		25		Need room to display financial aid/veterans information to students & visitors
	FA/V Records Storage		50		
Doni Hatchel	Dir of Financial Aid	114	150		
Tammy Owens	Financial Aid Assistant	112	100		
Julie New	Financial Aid Assistant	113	100		
<b>Counseling Center</b>					
	Small Group Room		450		Area suitable for small group counseling or class meeting. Space will need to accommodate 6-8 computers. Include space for Career & College info displays.
	Records Storage		75		
Natalie Winfree	Dir of Counseling Services	144L	150		Must be located in or adjacent to the Counseling Center.
Diana Sanchez	Counselor	144	100		Desk is currently located in open area of Counseling Center; needs private office in or adjacent to the Counseling Center.

**Montgomery Community College - Program of Spaces**

1723/B-1.0

Appendix I-1

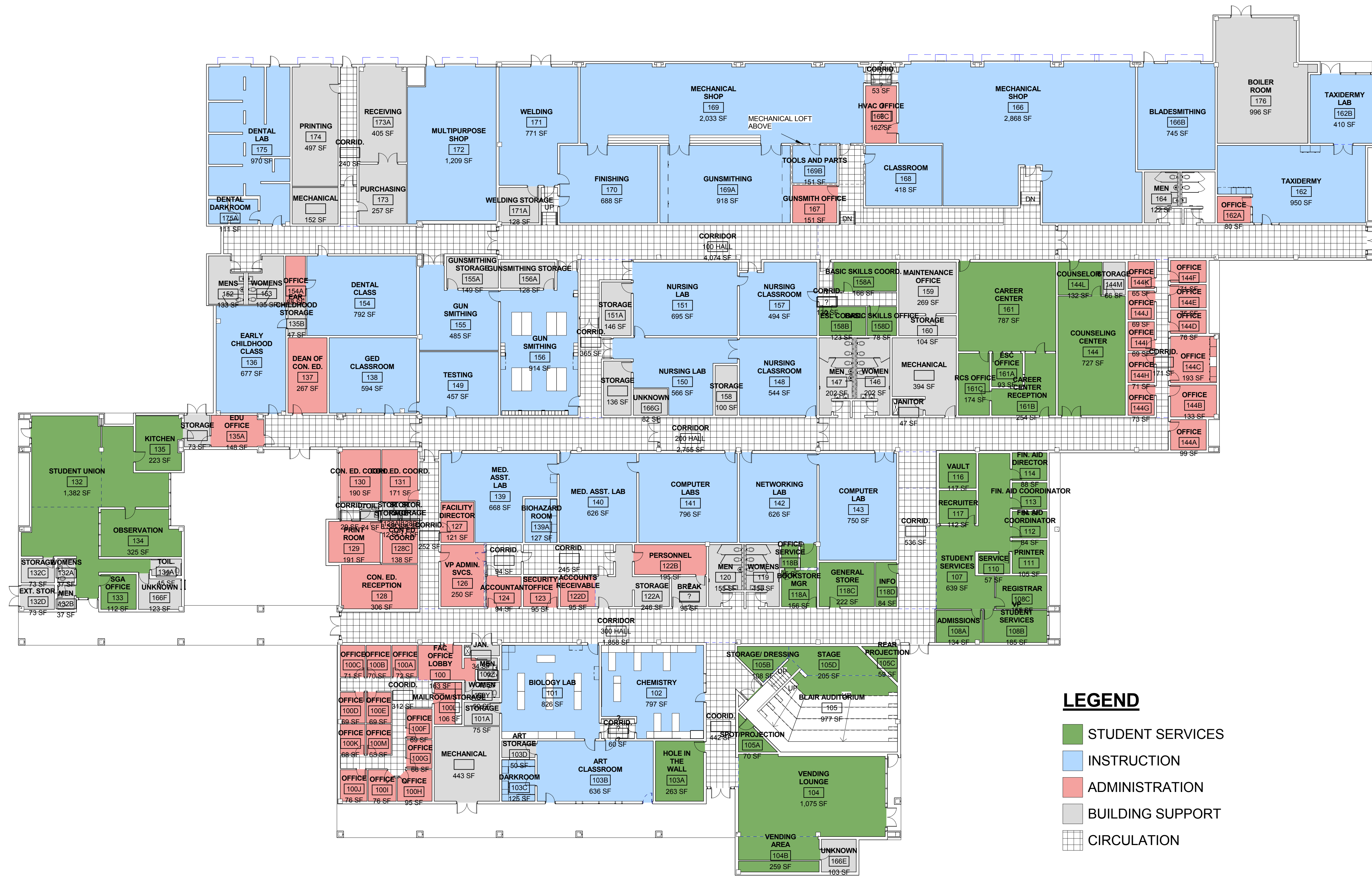
<u>Person</u>	<u>Title</u>	<u>Current Location</u>	<u>Sqr Ft Needed</u>	<u>Preferred Location</u>	<u>Notes</u>
Instruction					
Lee Proctor	VP of Instruction	118	150		
Conference Room			300		Direct access to VP of Instruction Office
Conference Room			300		
Small Conference			250		
Teresa Hudson	Admin VP of Instruction	118A	72		
Pete Herron	Director of BLET	100	72		
Crystal Thomas	Coordinator Inmate Ed	100	72		
Holly Martin	SME	100	72		
Amanda Beaman	Faculty	100	64		
Mike Collins	Faculty	100	64		
Debby Douglas	Faculty	100	64		
Mark Dye	Faculty	100	64		
Lyn Fagan	Faculty	100	64		
Amy Friary	Faculty	100	64		
Marsha Maybry	Faculty	100	64		
Matt Mutarelli	Faculty	100	64		
Wendy Gossage	Faculty	100	64		
Tracey Wyrick	Dean of Public Safety	123	100		
Robert Nelson	Dean Arts and Science	144	100		
Wendy Vaughn	Director of Nursing	144	64		
Renee Jones	Faculty	144	64		
Mindy Joyner	Faculty	144	64		
David Klass	Faculty	144	64		
Pam Raffaldt	Faculty	144	64		
Carolyn Saunders	Faculty	144	64		
Sam Britt	Faculty	144	64		
Rebekah Bunting	Faculty	144	48		
Cyndi Caviness	Faculty	144	48		
Nursing Faculty (Vacant)	Faculty	144	48		
Early Childhood Instructor	Faculty		48		
Math (TBD)	Faculty		48		
Chemistry (TBD)	Faculty		48		
English (TBD)	Faculty		48		
Biology (TBD)	Faculty		48		
Physics (TBD)	Faculty		48		
Lori McAllister	Faculty	Dental clrm	48		
Tim Russell	Faculty	Gunsmithing	N/A	Existing	
Wayne Cooley	Faculty	Gunsmithing	N/A	Existing	
Andy Speer	Faculty	Taxidermy	N/A	Existing	
Deb Harwood	Faculty	Nursing Lab	N/A	Existing	
Total:			6777		

**Montgomery Community College - Program of Spaces**

1723/B-1.0

Appendix I-1

<u>Person</u>	<u>Title</u>	<u>Current Location</u>	<u>Sqr Ft Needed</u>	<u>Preferred Location</u>	<u>Notes</u>
	<b>Additional Lab/classroom Space Needed</b>				
	Additional Nursing Space				
	Additional Computer Lab				
	Move Taxidermy out and reconfigure for NRA Room				
	Review of space in Gunsmithing/ Welding/ stock shop/ gun vault				
	Renovation of "NC Works Space" for foundational studies classrooms and testing lab to include 2/3 classrooms, office space, and a shared testing lab.				
	Expansion of Lab space into Art room				
	1. Nursing Classroom 148 needs more space. (larger classroom space would be great)				
	2. Larger closet in lab for storage of supplies for Nursing				
	3. Once NA moves out would be nice to have wall between NA and nursing lab taken out to allow for one large lab that we would put nurses station in middle.				
	4. After office spaces are done, it would be nice to have one area with a sink, microwave and refrigerator. A Break Room				
	Renovate Blair Auditorium to allow for large lecture room facility				



**1** EXISTING PRESENTATION PLAN  
1/16" = 1'-0"

**MCC BUILDING 100 RENOVATIONS**

PROJECT TITLE  
SCO # - 17-16802-01 NCCCS # - 2278

**PRELIMINARY NOT FOR CONSTRUCTION**

1. THIS DRAWING IS THE PROPERTY AND ENGINEERING DESIGN OF BOOMERANG DESIGN P.A. AND IS NOT TO BE REPRODUCED OR COPIED IN WHOLE OR IN PART. IT IS NOT TO BE USED ON ANY OTHER PROJECT AND IS TO BE RETURNED ON REQUEST.

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3. DO NOT SCALE OFF DIMENSIONS.

**REVISIONS**

NO.	DATE	DESCRIPTION

**SD**  
PROJECT PHASE

**1723**  
BOOMERANG DESIGN PROJECT NUMBER

**12-15-2017**  
DRAWING RELEASE DATE

**EXISTING PROGRAMS**  
SHEET TITLE

**A00**  
SHEET

12/14/2017 9:43:17 AM



- LEGEND**
- BUSINESS OPERATIONS
  - CONTINUING EDUCATION
  - STUDENT SERVICES
  - STUDENT SERVICES - COUNSELING
  - STUDENT SERVICES - ENROLLMENT & REGISTRATION
  - STUDENT SERVICES - FINANCIAL AID
  - INSTRUCTION
  - CLASSROOM - RENOVATED
  - CLASSROOM
  - STUDENT SUPPORT
  - BUILDING SUPPORT - RENOVATED
  - BUILDING SUPPORT
  - CIRCULATION

**1 NEW PRESENTATION PLAN**  
1/16" = 1'-0"



**MCC BUILDING 100 RENOVATIONS**  
PROJECT TITLE

SCO # - 17-16802-01 NCCCS # - 2278

**PRELIMINARY NOT FOR CONSTRUCTION**

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3. DO NOT SCALE OFF DIMENSIONS.

**REVISIONS**

NO.	DATE	DESCRIPTION

**SD**  
PROJECT PHASE

**1723**  
BOOMERANG DESIGN PROJECT NUMBER

**12-15-2017**  
DRAWING RELEASE DATE

**NEW PRESENTATION PLAN**  
SHEET TITLE

**A01**  
SHEET

12/14/2017 9:40:20 AM





# Montgomery CC

## Building 100 Renovations

Schematic Design

### Statement of Probable Cost Worksheet

5 Dec 17



SCO# 17-16802-01

NCCCS # 2278

Boomerang Design # 1723

<u>Components of Work</u>	<u>Units - SF</u>	<u>Costs</u>	<u>Subtotals</u>	<u>Notes</u>
<b><u>Roof and Building Systems</u></b>				
Roof Replacement	64,000	\$12.50	\$800,000	Removal and New TPO
Boiler Replacement			\$375,000	Original equipment from 1977
Replace 4 DX heat pumps with new RTU			\$90,000	
Allowance for existing ductwork repairs			\$50,000	Leakage / sweating due to insulation degradation
ADA Plumbing Upgrades			\$75,000	Assume 10-12 fixtures replaced
Lighting Upgrades	20,000	\$5.00	\$100,000	Selective areas
<b>Subtotal</b>			<b>\$1,490,000</b>	
<b><u>Interior</u></b>				
<b><u>Designated Areas to be Renovated</u></b>				
Substantial Renovations	12,520	\$85	\$1,064,200	
Rest Room ADA Upgrades	1,516	\$60	\$90,960	
Gunsmith	3,573	\$55	\$196,515	
Minor Renovations	4,612	\$40	\$184,480	
<b>Building Subtotal</b>			<b>\$1,536,155</b>	
<b><u>Contingency</u></b>				
Roof and Building Systems	4%		\$63,942	
Interior Renovations	5%		\$76,808	
<b>Contingency Subtotal</b>			<b>\$140,750</b>	
<b><u>Non-Construction</u></b>				
Misc Testing, HazMat Surveys / Reports, Unknowns			\$31,670	
Architectural / Engineering Professional Fees			\$316,690	
Owner's Reserve			\$129,735	
<b>Non-Construction Subtotal</b>			<b>\$478,095</b>	
<b>Project Total</b>			<b>\$3,645,000</b>	\$3,245,000 NC Connect Bonds \$400,000 Golden Leaf Grant
				\$3,645,000 Total

**Personnel Committee**  
**Wednesday, January 10, 2018**  
**6:00 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix J – Action**
- ❖ **Personnel Appointment**  
**Director of Resource Development – Appendix K**
- ❖ **Notice of Resignations**  
**Dean of Continuing Education – Appendix L**  
**Director of Foundational Studies – Appendix M**
- ❖ **Board Policy Revisions – Section 100 – Appendix N – First Reading**
- ❖ **New Business**
- ❖ **Adjourn**

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 5:57 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Claudia Bulthuis  
George Gilbreath

**Absent**

Phil Absher, Vice Chairman  
Paula Covington

**Others Present**

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

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

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

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

**Approval of October Committee Minutes – Appendix J**

Mr. Gilbreath made a motion, seconded by Mrs. Bulthuis, to approve the October Personnel Committee minutes. The motion carried.

**Personnel Appointments**

**Coordinator of Educational Partnerships – Appendix K**

**Program Facilitator of Short Term Gunsmithing Courses – Appendix L**

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

**Notice of Retirement – Appendix M**

Mrs. Capel presented Appendix M. the notice of retirement from Mike Thompson, Senior Forestry Instructor. She thanked Mr. Thompson for all of his work and wished him well in his retirement.

There being no further business, the meeting adjourned at 5:59 p.m.

## Personnel Appointment

<b>Name of Person</b>	Korrie Ervin
<b>Present Address</b>	1358 Lovejoy Road
<b>Position</b>	Director of Resource Development
<b>Position Category</b>	Administration
<b>Salary</b>	\$46,404*
<b>Effective Date of Employment</b>	January 1, 2018
<b>Budget Information</b>	State Funds

### Position Description:

Work is broad in scope due to the variety and complexity of functions within the position. Decisions vary from day-to-day, but operational guidelines are generally provided by the college policy manual, and college bylaws for those decisions which are not routine. Work involves policy interpretation and some policy formulation. Results desired are normally set forth by policy and/or direction; however, incumbent must be aware of opportunities for the college and have the ability to obtain said results from such opportunities, i.e., grant and development activities. Incumbent will handle anticipated problems of a routine nature. Unanticipated problems are discussed with the President and/or Foundation Board of Directors. Recurring work in the Foundation is not reviewed. Incumbent will develop suggested procedures to better implement development programs. Contractual and financial matters do require final approval from the President and, as appropriate, from the Foundation Board President. Strict confidentiality is required in all matters.

### Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	2003-2005	AAS – Business Administration

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	02/2008 – Present	Assistant to the President
Montgomery Herald	2006-2008	Office Manager

**Professional Participation/Honors:****Hiring Committee**

Person	Position
Dr. Chad Bledsoe	President
Jean Abbott	Foundation Board President
Jeanette McBride	Vice President of Administrative Services
Tammy Owens	Financial Aid Assistant
Mark Dye	Director of Gunsmithing
Carolyn Saunders	Nursing Instructor

**Appointment Recommendation and Approval**

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



Chad A. Bledsoe  
President



# MONTGOMERY COMMUNITY COLLEGE

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

December 13, 2017

Mr. Jonathan Thill  
1011 Page Street  
Troy, NC 27371

Dear Mr. Thill:

I am in receipt of your letter dated December 11, 2017 announcing your resignation on January 31, 2018. I accept your letter notifying me of your resignation as Dean of Continuing 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 resignation procedure for employees at the college. If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

Jonathan Thill  
815 Viewmont Drive  
Asheboro, NC 27205  
12/11/17

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

Dear Dr. Bledsoe:

It is with mixed emotions of excitement and trepidation that I submit my letter of resignation with a final employment date of January 31st. As a person passionately committed to helping our rural community thrive, I feel compelled to leave the safe harbor of my college position and venture out to “be the change I wish to see in the world.” This decision was difficult and will be personally quite costly, but I believe it is time for my generation to stand up and become more engaged as our communities, and country, grapple with social strife and uncertainty.

I look forward to the future; especially one where local people feel inspired to step off a ledge to help their neighbors realize dreams of their own. I look forward to a future where professional Millennials feel inspired by our small towns and want to be a part of what we are doing here. I look forward to sharing all of this through my VentURE Hives Network, a business I started to create a network of rural co-working and classroom spaces across North Carolina. The first location will be in Troy and has been called VentURE @ The Mercantile, while further conversations have begun with key stakeholders about spaces in Asheboro and Lexington. As such, I also look forward to forging a new, more impactful relationship with the college wherein together we help our county work collaboratively, not competitively, to forge a new and exciting future for our towns and residents.

I hope you find the same excitement for our future, as I have found, and that our paths do not diverge at this point, but rather converge in a greater way to serve our community. I am grateful for the opportunity to work at the college for the past two years, and offer my best wishes for its continued success.

Sincerely,  
  
Jonathan Thill  
Dean of Continuing Education

Julie D. Buchikos  
103 Greene Wood Drive  
Biscoe, NC 27209  
Employee #0451293

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

Dear Dr. Bledsoe:

December 21, 2017

This letter serves as notice of my intent to vacate my position as Director for Foundational Studies.

In my time here, I have realized that I miss the classroom and instruction. I plan to return to teaching.

I will begin the application and interview process in January and will keep you updated as to my progress.

If you have any questions, please contact me at (540) 204-6303 or [onetallmusicgirl@yahoo.com](mailto:onetallmusicgirl@yahoo.com).

Sincerely,

A handwritten signature in black ink that reads "Julie D. Buchikos". The signature is written in a cursive, flowing style.

Julie D. Buchikos

Cc: Melisa Bond, Jonathan Thill, Lee Proctor





**MONTGOMERY COMMUNITY COLLEGE**

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

January 2, 2018

Ms. Julie Buchikos  
1011 Page Street  
Troy, NC 27371

Dear Ms. Buchikos:

I am in receipt of your letter dated December 21, 2017 announcing your resignation on or before January 31, 2018. I accept your letter notifying me of your resignation as Director of Foundational Studies. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

# **Montgomery Community College Board Policy Manual**

## **Preface**

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Dr. Reese Blair. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's accreditation December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, and again in December 2004, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now

houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land.

In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

## **Table of Contents**

### **100.00 Organization**

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#### **101.00 History**

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The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

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In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Dr. Reese Blair. Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8.753 square foot addition was completed to the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's college's accreditation in December 19, 1983, 1993, 2004, and 2014.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, and again in December 2004, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1987 capital funds were used to build the 4,400 square foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the

building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated \$25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000 square foot Pottery Building opened to students in September 1990.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive ~~real-time voice, live~~ video, and data ~~on the North Carolina Information Highway (NCIH)~~, and multimedia classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

~~In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land.~~

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

In 2009, ~~new construction of a 6,400 square foot building was added~~ for the Forest Management ~~Technologies~~ Technology program ~~added approximately 6,400 square feet to the campus.~~ Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide ~~operatories and~~ learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

## 100.00 Organization

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### 101.00 History

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The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8,753 square foot addition was completed to the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the college's accreditation in December 1983, 1993, 2004, and 2014.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly.

In 1987 capital funds were used to build the 4,400 square foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated \$25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000 square foot Pottery Building opened to students in September

1990.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive live video, and data and multimedia classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

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In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

### **Philosophy**

The philosophy of Montgomery Community College is a system of beliefs that serves as a reservoir from which come all goals and objectives of the College. This philosophy reflects the thoughts of leading educators, students, faculty, staff, and administration, and has been adopted by the Board of Trustees.

With the establishment of Montgomery Community College a new dimension was added to the educational system of this area. In keeping with the broad goals of the State Board of Community Colleges, Montgomery Community College readily adopted the philosophy of "total education" and "open door" admission. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. Open door admission provides that for any applicant who wants and needs more education, regardless of his/her educational background, the door of the College is open.

Montgomery Community College recognizes there must be a planned, collaborative effort with the elementary and secondary schools, Colleges and universities and other relevant agencies with similar goals and objectives in order to make the opportunities MCC offers a reality to the citizens of North Carolina.

In summary, Montgomery Community College believes in (1) the hope of universal, educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.



## Proposed Revisions

**102.00 Philosophy**

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In summary, Montgomery Community College believes in (1) the hope of universal, educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.

**Vision**

Montgomery Community College will be a place of discovery and educational excellence; a centerpiece for life-long learning – for our students, staff, faculty, and community.

**Mission Statement**

Montgomery Community College provides quality educational opportunities.

April 2014

**College Goals**

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic College goals:

- **Goal 1:** Develop and implement instructional programs and student support services, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.
- **Goal 2:** Provide facilities, technologies, and information services that enhance student learning.
- **Goal 3:** Support businesses, industries, and community initiatives through educational services that facilitate economic growth and workforce training.
- **Goal 4:** Create a culture for employing and retaining quality faculty and staff to support student success.
- **Goal 5:** Develop and manage human, financial, and infrastructure resources essential to fiscal stability and meeting student and community needs.
- **Goal 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.

March 2012

Proposed Revisions

**103.00 Vision, Mission and Goals**

**Vision**

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March 2012

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### 103.00 Vision, Mission and Goals

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#### Vision

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#### Mission Statement

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April 2014

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- **Goal 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.

March 2012

Current Policy

## **100.00 ORGANIZATION - BOARD OF TRUSTEES**

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### **110.00 Compliance**

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The Board of Trustees of Montgomery Community College complies with and supports the State Board of Community Colleges Code (latest edition), the North Carolina Community Colleges Accounting Procedures Manual (latest edition) and the Community College Laws of North Carolina and all of its subsequent additions and deletions.

Proposed Revisions

**100****104.00 ORGANIZATION - BOARD OF TRUSTEES****110.00 Board of Trustees Compliance**

The Board of Trustees of Montgomery Community College complies with and supports the North Carolina General Statutes Section 115-D relating to community colleges, State Board of Community Colleges Code ~~(latest edition)~~, the North Carolina Community Colleges Accounting Procedures Manual ~~(latest edition)~~ and the Community College Laws of North Carolina, and all of ~~its~~ subsequent additions and deletions of these documents.

Final Policy

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**104.00 Board of Trustees Compliance**

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The Board of Trustees of Montgomery Community College complies with and supports the North Carolina General Statutes Section 115-D relating to community colleges, State Board of Community Colleges Code, the North Carolina Community Colleges Accounting Procedures Manual, and all of subsequent additions and deletions of these documents.



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## 120.00 Accreditation

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It is the policy of the Board of Trustees of Montgomery Community College to comply with the Standards and Criteria of the Southern Association of Colleges and Schools. The administration of Montgomery Community College is directed to assure the continued compliance with the Standards and Criteria for continued accreditation of Montgomery Community College by the Southern Association of Colleges and Schools Commission on Colleges to offer the Associate Degree.

### 120.01 Substantive Change Compliance Policy

Montgomery Community College (MCC) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement through appropriate and timely reporting on areas of Substantive Change, as that term is defined below.

The President shall appoint a SACSCOC Accreditation Liaison. The President and/or SACSCOC Accreditation Liaison will notify the Commission of any Substantive Changes in accordance with MCC's Substantive Change procedure listed below. No Substantive Change will be implemented until a letter of approval or an acceptance of notification is received from the SACSCOC. Prior to receipt of the letter of approval, any distribution of information regarding a Substantive Change, including advertising, will include wording that the program is pending SACSCOC approval.

Montgomery Community College Substantive Change Compliance Policy applies to each academic unit and department within the College and is mandatory.

#### Definition

A "Substantive Change" is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. A significant modification or expansion (also referred to as a "significant departure") is when a program is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses be required?
- Will a significant number of new faculty members be required?
- Will significant additional library/learning resources be needed?

## Current Policy

### Substantive Changes include:

- Any change in the established mission or objectives of the College
  - Any change in legal status, form of control, or ownership of the College
  - The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by SACSCOC
  - The addition of courses or programs of study at a degree or credential level different from that which is included in the College's current accreditation or reaffirmation.
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- A change from clock hours to credit hours
  - A substantial increase in the number of clock or credit hours awarded for successful completion of a program
  - The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of a degree program.
  - The establishment of a branch campus
  - Closing a program, off-campus site, branch campus or the College
  - Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
  - Acquiring another institution or a program or location of another institution
  - Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
  - Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the College's

### Procedure/Training

The Institutional Unit Report (Substantive Change Section) is completed by the Program Heads.

The Institutional Unit Report is sent to the Office of Institutional Effectiveness to identify timing and reporting requirements early in the planning process.

After a review of the responses to the Institutional Unit Report, if it is unclear as to whether a change is substantive in nature, the MCC SACSCOC Accreditation Liaison contacts SACSCOC staff for consultation.

Once approved internally, substantive change actions are processed by the Office of Institutional Effectiveness for SACSCOC approval.

Actions and decisions are communicated to appropriate leadership and stakeholders.

## Current Policy

The Office of Institutional Effectiveness will offer periodic training for Program Heads on substantive change policy, procedure, and other program/department compliance issues.

## Additional Resources

- Southern Association of Colleges and Schools, Commission on Colleges:  
[www.sacscoc.org](http://www.sacscoc.org)
- Southern Association of Colleges and Schools, Commission on Colleges Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement

February 2013

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## **120105.00 Accreditation**

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It is the policy of the Board of Trustees of Montgomery Community College to comply with the Standards and Criteria of the Southern Association of Colleges and Schools- Commission on Colleges. The administration of Montgomery Community College is directed to assure the continued compliance with the Standards and Criteria for continued accreditation of Montgomery Community College by the Southern Association of Colleges and Schools Commission on Colleges to offer the Associate Degree.

### **120105.01 Substantive Change Compliance Policy**

Montgomery Community College (MCC) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement through appropriate and timely reporting on areas of Substantive Change, ~~as that term is defined below.~~

#### **105.01.01 Substantive Change Procedure**

The President shall appoint a SACSCOC Accreditation Liaison. The President and/or SACSCOC Accreditation Liaison will notify the Commission of any Substantive Changes in accordance with MCC's Substantive Change procedure listed below. No Substantive Change will be implemented until a letter of approval or an acceptance of notification is received from the SACSCOC. Prior to receipt of the letter of approval, any distribution of information regarding a Substantive Change, including advertising, will include wording that the program is pending SACSCOC approval.

Montgomery Community College Substantive Change Compliance Policy applies to each academic unit and department within the College and is mandatory.

#### Definition

A "Substantive Change" is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. A significant modification or expansion (also referred to as a "significant departure") is when a program is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.

To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be needed?
4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be needed?

## Proposed Revisions

## Substantive Changes include:

1. Any change in the established mission or objectives of the College
2. Any change in legal status, form of control, or ownership of the College
3. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by SACSCOC
4. The addition of courses or programs of study at a degree or credential level different from that which is included in the College's current accreditation or reaffirmation.
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of a degreean educational program.
8. The establishment of a branch campus
9. Closing a program, off-campus site, branch campus or the College
10. Entering into a collaborative academic arrangement ~~such as~~that includes only the initiation of a dual ~~degree program~~ or a joint ~~degreeacademic~~ program with another institution
11. Acquiring another institution or a program or location of another institution
12. Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
13. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the College'saccredited institution's programs

## Procedure/Training

~~The Institutional Unit Report (Substantive Change Section) is completed by the Program Heads.~~

~~The Institutional Unit Report is sent to the Office of Institutional Effectiveness to identify timing and reporting requirements early in the planning process.~~

- ~~1. After a review of the responses to the Institutional Unit Report, if it is unclear as to whether a change is substantive in nature, the MCC. A discussion of new curriculum programming or existing curriculum programming change(s) occurs at various administrative levels, in a variety of meeting settings.~~
- ~~2. When the decision to proceed with new curriculum programming or existing curriculum programming changes is made, the President or Vice President of Instruction will notify the SACSCOC Accreditation Liaison ~~contacts~~of the proposed change, and request an analysis of the necessary SACSCOC procedure to be followed to maintain accreditation compliance.~~
- ~~3. The SACSCOC Liaison will review the "Substantive Change for SACSCOC Accredited Institutions" policy statement with the proposed change particulars, and will advise the President and Vice President of Instruction of the necessary steps, and timing involved.~~

## Proposed Revisions

IF the SACSCOC Liaison is unsure of the proper procedure, the Liaison will contact the SACSCOC staff for consultation.

~~Once approved internally, substantive change actions are processed by the Office of Institutional Effectiveness for SACSCOC approval.~~

4. . Once the proper procedure is identified, and upon directive of the President, the SACSCOC Liaison will complete the steps as set forth in the “Substantive Change for SACSCOC Accredited Institutions” policy statement.

2.5.Actions and decisions are communicated to appropriate leadership and stakeholders.

~~The Office of Institutional Effectiveness will offer periodic training for Program Heads on substantive change policy, procedure, and other program/department compliance issues.~~

## Additional Resources

1. Southern Association of Colleges and Schools, Commission on Colleges:  
[www.sacscoc.org](http://www.sacscoc.org)
2. Southern Association of Colleges and Schools, Commission on Colleges Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement

February 2013

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## 105.00 Accreditation

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### 105.01 Substantive Change Compliance Policy

Montgomery Community College (MCC) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement through appropriate and timely reporting on areas of Substantive Change.

#### 105.01.01 Substantive Change Procedure

The President shall appoint a SACSCOC Accreditation Liaison. The President and/or SACSCOC Accreditation Liaison will notify the Commission of any Substantive Changes in accordance with MCC's Substantive Change procedure listed below. No Substantive Change will be implemented until a letter of approval or an acceptance of notification is received from the SACSCOC. Prior to receipt of the letter of approval, any distribution of information regarding a Substantive Change, including advertising, will include wording that the program is pending SACSCOC approval.

Montgomery Community College Substantive Change Compliance Policy applies to each academic unit and department within the College and is mandatory.

#### Definition

A "Substantive Change" is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. A significant modification or expansion (also referred to as a "significant departure") is when a program is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.

To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
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4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
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## Final Policy

## Substantive Changes include:

1. Any change in the established mission or objectives of the College
2. Any change in legal status, form of control, or ownership of the College
3. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by SACSCOC
4. The addition of courses or programs of study at a degree or credential level different from that which is included in the College's current accreditation or reaffirmation.
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of an educational program.
8. The establishment of a branch campus
9. Closing a program, off-campus site, branch campus or the College
10. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
11. Acquiring another institution or a program or location of another institution
12. Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
13. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

## Procedure/Training

1. . A discussion of new curriculum programming or existing curriculum programming change(s) occurs at various administrative levels, in a variety of meeting settings.
2. When the decision to proceed with new curriculum programming or existing curriculum programming changes is made, the President or Vice President of Instruction will notify the SACSCOC Liaison of the proposed change, and request an analysis of the necessary SACSCOC procedure to be followed to maintain accreditation compliance.
3. The SACSCOC Liaison will review the "Substantive Change for SACSCOC Accredited Institutions" policy statement with the proposed change particulars, and will advise the President and Vice President of Instruction of the necessary steps, and timing involved. IF the SACSCOC Liaison is unsure of the proper procedure, the Liaison will contact the SACSCOC staff for consultation.
4. . Once the proper procedure is identified, and upon directive of the President, the SACSCOC Liaison will complete the steps as set forth in the "Substantive Change for SACSCOC Accredited Institutions" policy statement.
5. Actions and decisions are communicated to appropriate leadership and stakeholders.

## Additional Resources

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Final Policy

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(Month & Year approved)

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## 130.00 Board of Trustees

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### 130.01 Selection of Trustees

Montgomery Community College shall be governed by a Board of Trustees consisting of thirteen member selected as follows:

- Group One--four Trustees appointed by the Montgomery County Board of Education.
- Group Two--four Trustees appointed by the Montgomery County Board of Commissioners.
- Group Three--four Trustees appointed by the Governor of North Carolina.

According to 115D-12 (a), "the President of the student government or the chairman of the executive Board of the student body of each community college established pursuant to G.S. 115D shall be an ex officio nonvoting member of the Board of Trustees of each said institution."

The specific duties and authority of the Board of Trustees are authorized in the General Statutes of North Carolina--Chapter 115D-20. Specific reference should be made to the Bylaws of the Board of Trustees.

### 130.02 Major Powers and Duties

The Board of Trustees shall:

1. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for the employment of personnel required for the operation of the institution upon nomination by the President, subject to standards established by the State Board of Community Colleges.
3. Purchase or receive all land required for the College site and rights-of-way which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40 of the General Statutes. For the purpose of condemnation, the determination of the Board as to the amount of land to be taken and the necessity therefore shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.

## Current Policy

5. Receive and accept private donations, gifts, bequests, and other charitable donations; to apply them or invest any of them; and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of state law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the institution by contracting with other public or private educational institutions of the state, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish or discontinue programs of instruction within the College.
8. Require the execution of such studies and take steps as necessary to ensure that the functions of the College are always those that are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. To perform such other acts as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and by-laws for the government and operation of the College under the law and for the discipline of students.

**130.03 Board Relations With External Entities**

The governing board must not be subject to undue pressure from political, religious or other external bodies. Furthermore, the governing board should protect the administration from similar pressures.

**130.04 Compensation of Trustees**

In accordance with Chapter 115D-17 of the North Carolina General Statutes, Trustees are prohibited from receiving compensation for their services, but shall receive reimbursement for cost of travel, meals and lodging while performing official duties.

**130.05 Conflict of Interest**

The Board of Trustees of Montgomery Community College and its employees will abide by the "Conflict of Interest" statement and definitions listed below.

The General Statutes of North Carolina provide that, "All local Trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-234."

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. "derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law"
2. "derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract."
3. "may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves."

The General Statutes of North Carolina also make it unlawful for state employees or employees of the state's political subdivisions to benefit in a pecuniary manner or help another to so benefit by misuse of confidential information acquired in the employee's official capacity.

### **130.06 Removal of Trustees**

In accordance with General Statute 115D-19, individual members of the Board of Trustees may be removed:

(a) should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.

(b) A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also

declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a Trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

June 2013

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**106.00 130.01 – Board of Trustees Selection of Trustees**

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In accordance with NC General Statute 115D-12(a) Montgomery Community College shall be governed by a Board of Trustees consisting of thirteen member selected as follows:

Group One--four Trustees appointed by the Montgomery County Board of Education.  
 Group Two--four Trustees appointed by the Montgomery County Board of Commissioners.  
 Group Three--four Trustees appointed by the Governor of North Carolina.

~~According to 115D-12 (a), "Group Four -- the President~~president ~~of the student government or the chairman of the executive Board~~board ~~of the student body of each community college established pursuant to G.S. 115D shall be an ex officio nonvoting member of the Board of Trustees of each said institution."~~

The specific duties and authority of the Board of Trustees are authorized in the General Statutes of North Carolina--Chapter 115D-20. Specific reference should be made to the Bylaws of the Board of Trustees.

**130.02106.01 Major Powers and Duties**

The Montgomery Community College Board of Trustees shall:

~~1. Establish the basic qualifications for accept and undertake the powers and duties to administer the college as defined in North Carolina General Statute 115D-20.~~

**106.01.01 Powers and Duties of Trustees Procedure**

The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:

- (1) To elect a President~~president~~ or chief administrative officer of the institution for such term and under such conditions as ~~it~~the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.
- (2) ~~2. Provide for the employment of~~To elect or employ all other personnel ~~required for the operation~~ of the institution upon nomination by the ~~President~~president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.
- (3) ~~3. Purchase or receive all~~To purchase any land~~required for the College site and rights, easement, or right-of-way~~ which shall be necessary for

the proper operation of the ~~College, when such site has been approved by institution, upon approval of~~ the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in ~~Article 2, Chapter 40 of the~~ General Statutes— Chapter 40A. For the purpose of condemnation, the determination ~~of~~ by the ~~Board~~ trustees as to the location and amount of land to be taken and the necessity ~~therefore~~ therefor shall be conclusive.

- (4) ~~4. Apply~~ To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges. Notwithstanding any law or administrative rule to the contrary, local community colleges are permitted to offer the following programs:
- a. ~~5. Receive~~ Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:
- i. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.
  - ii. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate or diploma and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.
  - iii. College transfer certificates requiring the successful completion of thirty semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.
- b. During the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
- c. High school students may be permitted to take noncredit courses in safe driving on a self-supporting basis during the academic year or the summer.
- d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.
- (5) ~~To receive and accept private donations, gifts, bequests, devises, and other charitable donations; the like from private donors and~~ To provide and accept ~~private~~ donations, gifts, ~~bequests, devises, and other charitable donations; the like from private donors and~~ to apply them or invest any of them; and apply the proceeds for ~~the~~ purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of ~~state law~~ this Chapter and the regulations of the State Board of Community Colleges.
- (6) ~~6. Provide~~ To provide all or part of the instructional services for the institution by contracting with other public or private ~~educational organizations or institutions of the state, according to~~ in accordance

with regulations and standards adopted by the State Board of Community Colleges.

~~7. Establish or discontinue programs of instruction within the College.~~

~~8. Require the execution of such studies and take steps as necessary to ensure that the functions of the College are always those that are most helpful and feasible in light of the resources available to the College.~~

~~9. Adopt and recommend current expense and capital outlay budgets.~~

(7) ~~10. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and by laws ~~bylaws~~ for the government and operation of the College ~~institution~~ under ~~the law~~ this Chapter and for the discipline of students.~~

~~(8) If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.~~

~~(9) To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the board of trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor's Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the board of trustees a copy of the annual financial audit report of the private nonprofit corporation.~~

~~(10) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.~~

~~a. (10a) To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 of Chapter 143 of the General Statutes.~~

~~(11) To enter into lease purchase and installment purchase contracts for equipment and real property under G.S. 115D-58.15.~~

~~(12) Notwithstanding the provisions of this Chapter, a community college may permit the use of its personnel or facilities, in support of or by a private business enterprise located on a community college campus or in the service~~



- area of a community college for the specific purposes set out in G.S. 66-58(c)(3a) and G.S. 66-58(c)(3d). The board of trustees of a community college must specifically approve any use of facilities or personnel under this subdivision. The State Board shall adopt rules to implement this subdivision, G.S. 66-58(c)(3a), and G.S. 66-58(c)(3d).
- (13) To enter into a public/private partnership in which all of the following conditions are met:
- a. The agreement is approved in advance by the State Board of Community Colleges.
  - b. The board of trustees agrees to lease community college land to a private entity on condition that the entity construct a facility on the leased land.
  - c. The facility will be jointly owned and used by the private entity and the community college.
  - d. The board of trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.
  - e. The board of trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.
  - f. State bond funds shall not be used to pay for construction of that part of the facility to be owned and used by the private entity.
  - g. The provisions of G.S. 143-341(3)a. apply to the construction of a facility under this subsection.
- (14) To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes.

### **~~130.03 Board Relations With External Entities~~**

~~The governing board must not be subject to undue pressure from political, religious or other external bodies. Furthermore, the governing board should protect the administration from similar pressures.~~

### **~~130.04 107.00 Compensation of Trustees~~**

In accordance with Chapter 115D-17 of the North Carolina General Statutes, Trustees are prohibited from receiving compensation for their services, but shall receive reimbursement for cost of travel, meals and lodging while performing official duties.

### **~~130.05 108.00 Board of Trustees Conflict of Interest~~**

~~The~~In accordance with NC General Statute 14-234, the Board of Trustees of Montgomery Community College and its employees will abide by the “Conflict of Interest” statement and definitions listed below.

## Proposed Revisions

The General Statutes of North Carolina provide that, "All local Trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-234."

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. "derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law"
2. "derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract."
3. "may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves."

~~The General Statutes of North Carolina also make it unlawful for state employees or employees of the state's political subdivisions to benefit in a pecuniary manner or help another to so benefit by misuse of confidential information acquired in the employee's official capacity.~~

### **130.06109.00 Removal of Trustees**

In accordance with General Statute 115D-19, individual members of the Board of Trustees may be removed:

1. ~~(a)~~ should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.
2. ~~(b)~~ A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a Trustee orientation and education

Proposed Revisions

session sponsored by the North Carolina Association of Community College Trustees.  
The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

June 2013

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## **106.00 Board of Trustees – Selection of Trustees**

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In accordance with NC General Statute 115D-12(a) Montgomery Community College shall be governed by a Board of Trustees consisting of thirteen member selected as follows:

Group One--four Trustees appointed by the Montgomery County Board of Education.

Group Two--four Trustees appointed by the Montgomery County Board of Commissioners.

Group Three--four Trustees appointed by the Governor of North Carolina.

Group Four -- the president of the student government or the chairman of the executive board of the student body of each community college

The specific duties and authority of the Board of Trustees are authorized in the General Statutes of North Carolina--Chapter 115D-20. Specific reference should be made to the Bylaws of the Board of Trustees.

### **106.01 Major Powers and Duties**

The Montgomery Community College Board of Trustees shall accept and undertake the powers and duties to administer the college as defined in North Carolina General Statute 115D-20.

#### **106.01.01 Powers and Duties of Trustees Procedure**

The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:

- (1) To elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.
- (2) To elect or employ all other personnel of the institution upon nomination by the president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.
- (3) To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the institution, upon approval of the State Board of Community Colleges, and if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in General Statutes Chapter 40A. For the purpose of condemnation, the determination by the trustees as to the location and amount of land to be taken and the necessity therefor shall be conclusive.
- (4) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community

- Colleges. Notwithstanding any law or administrative rule to the contrary, local community colleges are permitted to offer the following programs:
- a. Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:
    - i. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.
    - ii. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate or diploma and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.
    - iii. College transfer certificates requiring the successful completion of thirty semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.
  - b. During the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
  - c. High school students may be permitted to take noncredit courses in safe driving on a self-supporting basis during the academic year or the summer.
  - d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.
- (5) To receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of this Chapter and the regulations of the State Board of Community Colleges.
  - (6) To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
  - (7) To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the institution under this Chapter and for the discipline of students.
  - (8) If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.

## Final Policy

- (9) To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the board of trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor's Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the board of trustees a copy of the annual financial audit report of the private nonprofit corporation.
- (10) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.
  - a. (10a) To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 of Chapter 143 of the General Statutes.
- (11) To enter into lease purchase and installment purchase contracts for equipment and real property under G.S. 115D-58.15.
- (12) Notwithstanding the provisions of this Chapter, a community college may permit the use of its personnel or facilities, in support of or by a private business enterprise located on a community college campus or in the service area of a community college for the specific purposes set out in G.S. 66-58(c)(3a) and G.S. 66-58(c)(3d). The board of trustees of a community college must specifically approve any use of facilities or personnel under this subdivision. The State Board shall adopt rules to implement this subdivision, G.S. 66-58(c)(3a), and G.S. 66-58(c)(3d).
- (13) To enter into a public/private partnership in which all of the following conditions are met:
  - a. The agreement is approved in advance by the State Board of Community Colleges.
  - b. The board of trustees agrees to lease community college land to a private entity on condition that the entity construct a facility on the leased land.
  - c. The facility will be jointly owned and used by the private entity and the community college.
  - d. The board of trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.
  - e. The board of trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.
  - f. State bond funds shall not be used to pay for construction of that part of the facility to be owned and used by the private entity.
  - g. The provisions of G.S. 143-341(3)a. apply to the construction of a facility under this subsection.
- (14) To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes.

## Final Policy

**107.00 Compensation of Trustees**

In accordance with Chapter 115D-17 of the North Carolina General Statutes, Trustees are prohibited from receiving compensation for their services, but shall receive reimbursement for cost of travel, meals and lodging while performing official duties.

**108.00 Board of Trustees Conflict of Interest**

In accordance with NC General Statute 14-234, the Board of Trustees of Montgomery Community College and its employees will abide by the "Conflict of Interest" statement and definitions listed below.

The General Statutes of North Carolina provide that, "All local Trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-234."

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. "derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law"
2. "derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract."
3. "may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves."

**109.00 Removal of Trustees**

In accordance with General Statute 115D-19, individual members of the Board of Trustees may be removed:

1. should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper

and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.

2. A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a Trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.



**Curriculum and Student Services Committee**  
**Wednesday, January 10, 2018**  
**6:05 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix O – Action**
- ❖ **Update from Vice President of Instruction**  
**Instruction – Appendix P**  
**Continuing Education – Appendix Q**
- ❖ **Board Policy 504.00 Revision – Second Reading – Appendix R – Action**
- ❖ **Student Fee Chart Revisions – Appendix S – Action**
- ❖ **Update from Vice President of Student Services – Appendix T**
- ❖ **New Business**
- ❖ **Adjourn**

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 5:59 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
Claudia Bulthuis  
Bill Price  
Susan Eggleston

**Absent**

Andrea Marshall, Vice Chairman

**Others Present**

Gelynda Capel  
George Gilbreath  
Susan Hershberger  
Gordon Knowles

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

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

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

**Approval of October Committee Minutes – Appendix N**

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

**Update from Vice President of Instruction**

**Instruction – Appendix O**

**Continuing Education – Appendix P**

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

**Accountability and Integrity Plan – Appendix Q – Action**

Mr. Proctor presented Appendix Q, the Accountability and Integrity Plan for Continuing Education. He noted that the state has changed the requirements for the Accountability and Integrity Plan. The new plan incorporates the new requirements by the state.

Mr. Price made a motion, seconded by Mrs. Eggleston to approve, the Continuing Education Accountability and Integrity Plan

**Board Policy 504.00 Revision – First Reading – Appendix R**

Dr. Bledsoe presented Appendix R, revisions to Board Policy 504.00 Continuing Education Internal Audit Plan. The revisions reflect that the college is following the State Board Code requiring an Accountability and Integrity Plan for Continuing Education and a procedure is being added to include the just approved plan. This policy is being presented for a first reading.

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

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

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

**Board Report**  
**Vice President of Instruction**  
**January 2018**

**Professional Development** – Faculty and Staff participated in the Spring 2018 Quality Trails Professional Development on January 2, 2018. The sessions included sexual harassment updates, FERPA Refresher, Hazzard Communications and Blood borne Pathogen Awareness, communication skills, and others.

**Gunsmithing** – The College will be represented by 28 students and 4 faculty/administrators at the 40<sup>th</sup> National Shooting Sports Federation’s Shot Show in Las Vegas, Nevada January 23 – 26. Students will be able to spend time with suppliers and vendors building relationships for the program and for their future careers.

The additional class of Gunsmithing students enrolled for Fall 2017 have performed well and persisted. We will evaluate the retention numbers in the late spring to decide if an additional second year class will be needed in 2018-19.

**Martin Luther King Day Service Event:** The College is partnering with the Montgomery County 4-H Program, Community in Schools, and Eckerd to provide food distribution on January 15, 2018 from 9 – 11 am in two locations. The Agriculture Building on Glen Road will be used for the west end of the county and the Candor Fire Department will be used for the east end of the county. If you would like more information, please contact Amy Friery at 910-898-9709.

**Forestry** – Preparation continues for the Mid-Atlantic Regional Forestry Competition on April 7, 2018. Mike Thompson is still looking for volunteers to help staff the event if you are interested.

**Montgomery Community College  
Board of Trustees Report  
Continuing Education Department  
January, 2018**

**Heritage Crafts**

- **Pottery:**
  - Sleigh Full of Clay on December 7th and 8th helped raise funds for student assistance and program costs. The event sold \$2,277 for pottery, with \$685 going to the program for scholarships and other costs

**Small Business Center:**

- **Seminars/Workshops/Events**
  - Host a seminar for Early College students on 1/3/18
  - Hosted a goal setting seminar in Candor which garnered 20 attendees and was in partnership with Brutonville Concerned Citizens
- **SBC Conferences/Events**
  - Completed the NC AG REAL (training to specifically assist agriculture businesses in rural communities)

**Business and Industry Training Program:**

- **Customized Training**
  - Met with the following companies to discuss training needs and receive updates :Capel Rug, Aberdeen Carolina & Western Railway Company, American Sew & Sew, and Carolina Growler
- **Open Enrollment**
  - Hosted Annual Funeral Director CEU class on 12/12/17. 20 plus directors were served and received a tour of the MCC campus since many were traveling from outside the county.
- **Business Meetings**
  - Hosted HR Managers meeting on 12/6/17
  - Hosted Apprenticeship Montgomery Leadership Team meeting on 12/15/17

**Health & Public Safety:**

- **Drones**
  - Hosted training for over 100 students among a variety of classes in Montgomery and Wake counties during the month of December
  - Received a grant for \$47,000 from the NC Community College System Office to fund a mobile command center for drones and develop new course content to share with our peer institutions

**NCWorks Career Center :**

- **Events**
  - Hosted two hiring events with Hard Hat, a company devoted to construction-related jobs that was
- **Case Management**
  - Added 5 new Adult WIOA clients to the caseload between October and December, this bring our total number of enrolled client to 17 (with a goal of 30 total clients by July 1)

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**504.00 Internal Audit Plan – Continuing Education**

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**I. On-Site Visits to Each Class**

- A. The instructor's supervisor, or a designated representative as approved in writing by the senior continuing education administrator, will make at least one visit each semester to fifty (50) percent of all off-campus and distance education (defined in C below) continuing education classes (excluding self-supported and community service classes) and will maintain written documentation for such visits. These visits will be unannounced.
1. Classes which meet twelve (12) hours or less may be excluded from a visit by a college representative.
  2. Twenty-five (25) percent of the on campus classes require visitation and documentation as noted above.
- B. The senior continuing education administrator or his/her designee will visit a ten (10) percent sample of randomly selected off-campus continuing education classes each semester with no pre-notification of these visits and will maintain written documentation of each visit. The designee must be approved in writing by the College President. The registration period will not count as an official visit.
- C. An off-campus class is defined as any class not to be held in college owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, Internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled. For Internet courses for which it is not possible to physically visit the class, visitation should be conducted electronically, using a system that allows the instructor's supervisor and senior continuing education officers to log on and check the activity in the class. System Office Program Auditors must also have access to this system so that they may do unannounced class visits for these classes as well.
- D. For those classes identified as distance education or nontraditional delivery, student attendance in class or in an orientation session, or the submission of a written assignment, examination, or project is the basis for determination of class membership at the ten (10) percent point of the class.

**II. Student Membership Verification**

- A. Each individual student upon enrollment in any continuing education class will sign the class registration form, roster receipt form or attendance sheet. Any registration or roster receipt forms that, by necessity, have the participants listed by the instructor must include the student's mark (X) and be counter-signed by the instructor. Continuing Education office personnel will review these forms and check on any problem or questionable situations.
- B. In situations where the class does not meet physically (such as Internet or other distance education courses), one of the following two criteria is required for student membership verification:
  - 1. Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.
  - 2. In cases where no registration fee is paid electronic certification by the student, such as an electronic signature on an email, will be required for student membership verification in the course.

### **III. Instructor Verification**

- A. A random selection of continuing education instructors being paid during a designated month each semester (the month will be designated at random by the Business Office) will come to the Business Office and personally sign for and receive their checks. Exception: Any instructor whose home is fifty (50) or more miles from the main campus may be verified by visual check by the Business Office when filling out initial contracts and other business office paperwork.
- B. In instances when the above verification process is not practical, the Business Office will telephone the instructor to verify his/her teaching the course, correctness of address and correctness of social security number.
- C. Documentation is kept on file in the Business Office.

### **IV. Institutional Approval Processes for Conducting a Continuing Education Class**

- A. The senior continuing education administrator shall be responsible for approving the establishment/offering of all continuing education classes. No class may start without prior approval.
- B. All classes will be evaluated by the senior continuing education administrator or his/her designee to ensure that they contain educational objectives consistent with the role and mission of the North Carolina Community College System and Montgomery Community College.
- C. The President of the College may further document the validity of continuing education classes. No class may operate without the approval of the College President indicated on individual contracts signed by the President or his/her designee.

**V. Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education Programs**

- A. The senior continuing education administrator will report each semester/session's internal audit results to the Vice President of Instruction during the subsequent semester/session. The Vice President will make internal checks to determine that all classes being offered are legitimate educational experiences and the internal audit procedures are being followed. The Vice President will report this information to the College President and Board of Trustees.
- B. An up-to-date master schedule, including days, times, and locations, will be maintained for all continuing education classes. Directions to all off-campus classes will be on file in the Continuing Education office.
- C. The President reports to the Board of Trustees the results of each audit report submitted by the state program auditor.



## Proposed Revisions

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**504.00 Continuing Education Accountability and Integrity Plan**


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In accordance with North Carolina State Board of Community College Code 400.98 and 300.4, Montgomery Community College has developed a Accountability and Integrity Plan Workforce Continuing Education. The plan reviews the programs provided to ensure that occupational training is relevant to the workforce, responsive to training needs and is responsible for state funds.

The plan is monitored and reviewed at least once per year and as needed by a continuing Education internal team and reviewed for approval every three (3) years by the Montgomery Community College Board of Trustees.

**504.00.01 Accountability and Integrity Planning for Workforce Continuing Education**

(Insert New Plan once approved.)

**~~I. On-Site Visits to Each Class~~**

~~A. The instructor's supervisor, or a designated representative as approved in writing by the senior continuing education administrator, will make at least one visit each semester to fifty (50) percent of all off-campus and distance education (defined in C below) continuing education classes (excluding self-supported and community service classes) and will maintain written documentation for such visits. These visits will be unannounced.~~

~~1. Classes which meet twelve (12) hours or less may be excluded from a visit by a college representative.~~

~~2. Twenty five (25) percent of the on-campus classes require visitation and documentation as noted above.~~

~~B. The senior continuing education administrator or his/her designee will visit a ten (10) percent sample of randomly selected off-campus continuing education classes each semester with no pre-notification of these visits and will maintain written documentation of each visit. The designee must be approved in writing by the College President. The registration period will not count as an official visit.~~

~~C. An off-campus class is defined as any class not to be held in college-owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, Internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled. For~~

~~Internet courses for which it is not possible to physically visit the class, visitation should be conducted electronically, using a system that allows the instructor's supervisor and senior continuing education officers to log on and check the activity in the class. System Office Program Auditors must also have access to this system so that they may do unannounced class visits for these classes as well.~~

- ~~D. For those classes identified as distance education or nontraditional delivery, student attendance in class or in an orientation session, or the submission of a written assignment, examination, or project is the basis for determination of class membership at the ten (10) percent point of the class.~~

## ~~II. Student Membership Verification~~

- ~~A. Each individual student upon enrollment in any continuing education class will sign the class registration form, roster receipt form or attendance sheet. Any registration or roster receipt forms that, by necessity, have the participants listed by the instructor must include the student's mark (X) and be counter signed by the instructor. Continuing Education office personnel will review these forms and check on any problem or questionable situations.~~
- ~~B. In situations where the class does not meet physically (such as Internet or other distance education courses), one of the following two criteria is required for student membership verification:~~
- ~~1. Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.~~
  - ~~2. In cases where no registration fee is paid electronic certification by the student, such as an electronic signature on an email, will be required for student membership verification in the course.~~

## ~~III. Instructor Verification~~

- ~~A. A random selection of continuing education instructors being paid during a designated month each semester (the month will be designated at random by the Business Office) will come to the Business Office and personally sign for and receive their checks. Exception: Any instructor whose home is fifty (50) or more miles from the main campus may be verified by visual check by the Business Office when filling out initial contracts and other business office paperwork.~~
- ~~B. In instances when the above verification process is not practical, the Business Office will telephone the instructor to verify his/her teaching the course, correctness of address and correctness of social security number.~~
- ~~C. Documentation is kept on file in the Business Office.~~

**IV. ~~Institutional Approval Processes for Conducting a Continuing Education Class~~**

- ~~A. The senior continuing education administrator shall be responsible for approving the establishment/offering of all continuing education classes. No class may start without prior approval.~~
- ~~B. All classes will be evaluated by the senior continuing education administrator or his/her designee to ensure that they contain educational objectives consistent with the role and mission of the North Carolina Community College System and Montgomery Community College.~~
- ~~C. The President of the College may further document the validity of continuing education classes. No class may operate without the approval of the College President indicated on individual contracts signed by the President or his/her designee.~~

**V. ~~Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education Programs~~**

- ~~B. The senior continuing education administrator will report each semester/session's internal audit results to the Vice President of Instruction during the subsequent semester/session. The Vice President will make internal checks to determine that all classes being offered are legitimate educational experiences and the internal audit procedures are being followed. The Vice President will report this information to the College President and Board of Trustees.~~
- ~~B. An up-to-date master schedule, including days, times, and locations, will be maintained for all continuing education classes. Directions to all off-campus classes will be on file in the Continuing Education office.~~
- ~~D. The President reports to the Board of Trustees the results of each audit report submitted by the state program auditor.~~

## 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)
<p><i>*Fees for Heritage Crafts Continuing Education courses are listed in the advertised cost of the course. Fees are based on actual cost of the materials for the specific course (changed because of the courses are moving from self-supporting to Occupational Extension).</i></p>		\$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
<b>\$30-\$200</b>	<b><i>Fees for Heritage Crafts CE classes; specific fee dependent upon class taken</i></b>	\$40	GSM 225 Gunmetal Refinishing
	<b><i>Fee would be dependent on cost of supplies for the specific course*</i></b>	\$15	MED 140 Exam Room Procedures I
		\$15	MED 150 Lab Procedures I
	<b><i>Example:</i></b>	<b>\$125</b>	<b><i>Medical Assisting AAMA Certification Exam Fee</i></b>
<b>\$30</b>	<b><i>Plaster class in pottery</i></b>	\$50	PBT 100 Phlebotomy Technology
<b>\$75</b>	<b><i>Supplies for pottery, basket weaving, etc.</i></b>	\$50	PBT 101 Phlebotomy Practicum
<b>\$100</b>	<b><i>Pottery salt glass firing class, basket weaving, etc.</i></b>	\$50	NUR 101 Practical Nursing I - Lab Simulation
<b>\$150</b>	<b><i>Bladesmithing</i></b>	\$15 for each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
<b>\$200</b>	<b><i>Bladesmithing, jewelry making class</i></b>	When course is split, course fee is divided as well.	
		\$25	Book Fee for Career & College Promise (per course)
		<b>\$36 for each course</b>	<b><i>PCC 110, 111, 130, 210, 211 (CU program currently inactive)</i></b>
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)	\$13	Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, & Practical Nursing students (per student per academic year)
\$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).

## **MCC Board of Trustees – January 10, 2018 Update from the Student Services Division**

### Highlights & Previews

- Savannah Heath helped students at East and West Montgomery high schools complete college applications during the statewide College Application Week sponsored by the College Foundation of North Carolina.
- Doni Hatchel presented financial aid information to AVID students at West Montgomery High School December 6.
- We raised almost \$185 during the Christmas door decorating challenge; the funds will be used to purchase items for the Communities in Schools Backpack Pals program.
- Savannah Heath represented MCC at the Anson High School Career Fair December 8.
- Students are benefitting from the use of the Counseling Center's ACE tutorial program.

**Legislative/Public Relations Committee**  
**Wednesday, January 10, 2018**  
**6:15 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix U – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix V**
- ❖ **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, November 8, 2017 at 6:10 p.m. in the College Boardroom.

**Present**

Claudia Bulthuis  
Bill Price

**Absent**

Andrea Marshall, Chairman  
Paula Covington, Vice Chairman

**Others Present**

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

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

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

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

**Legislative Update – Dr. Chad Bledsoe – Appendix T-1**

Dr. Bledsoe presented Appendix T-1, information from the State Board of Community Colleges regarding Senate Bill 420.00 and recommended changes to State Board of Community Colleges Code. He noted that these revisions were initiated by the General Assembly. The college has until December 1 to make recommendations to the revisions.

Following discussion, the Board requested that a separate meeting be set up to discuss possible recommendations.

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

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

She presented a video showing the events of Manufacturing Day and the Governor's visit/

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

## Public Relations / Marketing Highlights November/December 2017

### Blazing the Trail

Final work done on the 50<sup>th</sup> anniversary book. Sent to publisher Wednesday before Thanksgiving.

### 50<sup>th</sup> Anniversary stories November/December

Multimedia Art  
Emergency Medical Science  
Taxidermy  
Practical Nursing – “The Debbies”  
Auto Mechanics  
Gunsmithing graduates  
Mary Anderson  
Chad Bledsoe and the Next 50 years

### Other News

County Commissioners/Manager awarded Humanitarian of the Year  
Baby Scholarship Winner Named  
Winter Knife Making Classes

### Advertising

Yearbooks ads for East & West Montgomery High Schools and Montgomery County Early College High School  
Knifemaking classes ad

### Website

MCC’s website migrated to a dedicated server in December to handle all the traffic.

### Facebook Top Posts for November/December

Created a 50<sup>th</sup> Anniversary Year slideshow for Facebook masthead  
Total Likes 1996 as of December 19, 2017 (Up 89 from 1907 in October)

Page	Date	Post	Reach	Engagement	Percentage of total engaged
MCC	12/8/17	Classes cancelled 12/9 due to weather	1,600	88	5.5%
MCC	12/5/17	SGA Holiday Meal	813	594	73%
MCC	11/13	A Christmas Carol event post	1,600	76	5%
MCC	11/8/17	Watch the sparks fly – forging demo	1,200	37	3%



**Institutional Status Committee  
Wednesday, January 10, 2018  
6:25 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix W**
- ❖ **I-9 Forms - Appendix W-1**
- ❖ **New Business**
- ❖ **Adjourn**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 8, 2017 at 6:33 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Gelynda Capel  
Susan Eggleston  
Gordon Knowles  
Samuel Martin  
Bill Price

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

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the October Institutional Status Committee minutes. The motion carried.

**SACSCOC On-Site Visit Update**

Mrs. Holton reported that SACSCOC visited last week and there was a clean review.

**2017 Fact Book/Sheet – Appendix W – The Fact Book can be viewed at [www.montgomery.edu/pdf/mcc/factbook2017.pdf](http://www.montgomery.edu/pdf/mcc/factbook2017.pdf)**

Mrs. Holton presented the 2017 Fact Book and Fact Sheet.

**2017 Business Continuity Plan – Dr. Chad Bledsoe – A copy of the plan will be available at the meeting.**

Dr. Bledsoe presented the 2017 Business Continuity Plan. He noted that the plan has been updated as required by the Board Policy Manual.

There being no further business, the meeting adjourned at 6:36 p.m.

----- Forwarded message -----

From: **Julie Woodson** <[woodson@ncacct.org](mailto:woodson@ncacct.org)>

Date: Wed, Nov 22, 2017 at 12:05 PM

Subject: I-9 Forms

To:

Cc: Elizabeth Grovenstein <[grovensteine@nccommunitycolleges.edu](mailto:grovensteine@nccommunitycolleges.edu)>, Jennifer Haygood <[haygoodj@nccommunitycolleges.edu](mailto:haygoodj@nccommunitycolleges.edu)>

Good afternoon Board Chairs and Presidents,

The NCACCT office has received several calls regarding recent discussions about whether Community College Trustees are required to complete I-9 forms -- documents required by the U.S. Citizenship and Immigration Services (USCIS) that basically document an employee's citizenship. Earlier today, I talked with Elizabeth Grovenstein, NC Community College System Vice President and CFO, and these were the key points that she shared that we would like to pass along:

- While we do not think of Trustee Board members as college "employees," Internal Revenue Code provides that the term "employee" includes, "an officer, employee, or elected official . . ." and it provides examples of such officials as members of a state legislature, county commission, city council, school board, etc . Recently, there have been audits of two state agencies with fines and penalties assessed because I-9 forms were missing for persons who serve in roles similar to our Trustee Board members. Fines were \$3,000 for each form not completed.
- Therefore, it is prudent to move forward and complete an I-9 form for each Trustee member to keep on file at the college. This will ensure that the forms are in place should your college ever be audited by the IRS.
- Some colleges have already collected the I-9 forms for their Trustees and they indicate that the process is not laborious. For example, Trustees will need to share their basic information and provide evidence of citizenship – a passport or a driver's license, plus one other form of ID. A complete list of the acceptable documents are included on the I-9 form.

If you have any questions regarding this issue, you may contact Ms. Grovenstein directly by email at: [grovensteine@nccommunitycolleges.edu](mailto:grovensteine@nccommunitycolleges.edu). Or you may reach her by phone at [919-807-7070](tel:919-807-7070).

Happy Thanksgiving! And as always, thank you for your leadership.

Julie

*Julie C. Woodson*

*President/CEO*

*NC Association of Community College Trustees*

*120 Iowa Lane, Suite 104*

*Cary, NC 27511*

*919-467-9754 ext. 222 (work)*

*919-607-5767 (cellphone)*



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

Appendix W-1  
**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:          An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           QR Code - Section 1            Do Not Write In This Space         </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.**

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

**LISTS OF ACCEPTABLE DOCUMENTS****All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
1. U.S. Passport or U.S. Passport Card	<b>OR</b>	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	<b>AND</b>	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

Montgomery Community College  
SGA Report  
January 10, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- Students, staff, and faculty enjoyed the SGA Holiday Meal in December. Ugly Christmas sweaters were proudly worn by several and “Santa’s Selfie Stop” was a popular destination.
- Exam-stressed students took advantage of the “Brain Boost” break sponsored by the SGA, grabbing up snacks and soft drinks as they fueled up for their next test.
- The first meeting of the spring term will be held January 17.
- The SGA-sponsored food drive was a success.



**President's Report  
January 10, 2018**

**Activities since the November Board Meeting**

11/9/17	Employee Meeting
11/15/17	NCACCP Meeting
	Retirement Reception for Donny Hunter (NCACCT)
11/20/17	Meeting with Bob Shackleford
11/21/17	Presentation to County Commissioners
11/29/17	Customized Training Conference
11/30/17	Called Board of Trustees Meeting
12/3-5-17	SACSCOC Annual Meeting
12/12/17	Montgomery County Schools Partnership Meeting
12/13/17	Started Fundraising Course
12/15/17	Board Christmas Dinner
1/2/18	Quality Trails

**Upcoming Activities**

1/22-26/18	SHOT Show
1/31-2/2/18	NCACCP Winter Meeting
2/14/18	Foundation Board Meeting
	Board of Trustees Meeting





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

**2017**

<b>January 10, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 14, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 24, 2018</b>	<b>8:30 a.m.</b>	<b>Board Retreat</b>
<b>April 11, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 11-13, 2018</b>		<b>NCACCT Law/Legislative Seminar</b>
<b>April 20, 2018</b>		<b>MCC Foundation Golf Tournament</b>
<b>May 8, 2018</b>	<b>7:00 p.m.</b>	<b>Practical Nursing Pinning Ceremony</b>
<b>May 9, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 9, 2018</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 9, 2018</b>	<b>7:00 p.m.</b>	<b>Graduation</b>
<b>June 13, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>July, 2018</b>		<b>No Board Meeting</b>
<b>August 8, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 8, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 12, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>October 10, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 14, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>December, 2018</b>		<b>No Board Meeting</b>