



# **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, April 11, 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 – Marsha Mabry – Department Chair, Information Technology**

**Approval of March Board, Committee, and Board Retreat Minutes – Appendix A – Action**

**Standing Committees**

\* **Budget & Finance Committee**

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

Write Offs – **Appendix D – Action**

Board Policy 413.00 Revisions – **Appendix E – Second Reading – Action**

Grant Update – **Appendix F -- Action**

February Foundation Fund Statements – **Appendix G**

Foundation Update – **Korrie Ervin**

\* **Building & Grounds Committee**

Facilities Report – **Appendix I**

Construction Update and Building Projects Timeline – **Appendix J – Dr. Chad Bledsoe**

Blair Hall Update – **Appendix K – Dr. Chad Bledsoe**

\* **Personnel Committee**

Notice of Resignation – Custodian – **Appendix M**

Notice of Retirement – Library Technician Assistant – **Appendix N**

Personnel Appointments

Director of the Small Business Center – **Appendix O**

Assistant to the Dean of Continuing Education – **Appendix P**

Dean of Continuing Education – **Appendix Q**

Revisions to Section 200 of Board Policy Manual – **Appendix R – Second Reading – Action**

\* **Curriculum/Student Services Committee**

Update from Vice President of Instruction

Instruction – **Appendix T**

Continuing Education – **Appendix U**

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

\* **Legislative/Public Relations Committee**

Legislative Update – **Dr. Chad Bledsoe**

Lunch with Legislators – **Appendix X**

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

\* **Institutional Status Committee**

Revision to Board of Trustee By-Laws – **Appendix AA – First Reading**

Board Self-Evaluation Survey – **Appendix BB**

\* **SGA Report – Appendix CC**

\* **President’s Report – Dr. Chad Bledsoe – Appendix DD**

\* **Chairman’s Report – Claudia Bulthuis**

Calendar of Events – **Appendix EE**

Presidential Evaluation – Closed Session – **Action** ( Pursuant to North Carolina General Statue section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statue section 115D-27.)

Open Session – **Action**

\* **Presidential Evaluation – Action**

\* **Adjourn – Action**

## Minutes

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

Wednesday, March 14, 2018

#### Call to Order

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

#### Present

Phil Absher	Gordon Knowles
Claudia Bulthuis	Andrea Marshall
Gelynda Capel	Samuel Martin
Susan Eggleston	Johnny McKinnon
George Gilbreath	Bill Price
Susan Hershberger	

#### Absent

Paula Covington  
Matthew Monroe, SGA President

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

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Amanda Beaman, Department Chair, Phlebotomy.

#### Approval of the Agenda

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the March 14, 2018 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 – Amanda Beaman, Department Chair, Phlebotomy

Mrs. Beaman gave a presentation to the Board regarding the Phlebotomy program.

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

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the February 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 – Appendix A) and Mrs. Eggleston reported from the committee the following items:

- The committee reviewed the February Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2018-2019 Local Budget Request. 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 Board Policy 413.00 Travel Regulation for second reading, following discussion, the policy was tabled, and recommendations were made to further revise the policy. The policy will be presented at the next Board meeting.
- The committee received the Foundation Fund Statement for January 2018

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

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

- The committee reviewed the facilities report, facilities master plan, and incident report.
- The committee received an update on construction projects and timeline.
- The committee received an update on the shared CTE building.

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

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

- Mrs. Capel reported that the committee received a resignation from Jessica McDaniel, Director of the Small Business Center.
- Mrs. Capel reported that the committee received two personnel appointments, Courtney Atkins, Assistant to the President, and Andrew Gardner, Dean of Continuing Education. He will be introduced at the next Board meeting.

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

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

- The committee received updates from the Vice President of Instruction and the Vice President Student Services.

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

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

- The committee received a Legislative update from Dr. Bledsoe.
- The committee received a Public Relations/Marketing update from Michele Haywood.

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

The Institutional Status Committee met earlier this afternoon and there was no business for the committee. (see attached minutes-Appendix F)

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

Mrs. Smith presented Appendix X, an update from 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:

- A Foundation lunch was held to discuss outreach ideas and opportunities to network with new groups.
- A Law Enforcement breakfast to discuss more training in the future.

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

#### **Calendar of Events – Appendix CC**

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

- The Board Retreat will be March 23, 2018 at 8:30 a.m. for breakfast and 9 a.m. for the meeting.
- Community Partners Luncheon on Friday, March 23, 12:30 p.m.
- NCACCT Law/Legislative Seminar in Raleigh on April 11-13.
- Practical Nursing Pinning Ceremony on May 8, 2018.
- Graduation will be May 9, 2018.
- SEI forms are due April 16.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the March Board meeting. The motion carried at 7:41 p.m.

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Claudia Bulthuis, Chairman

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 5:32 p.m. in the College Boardroom

**Present**

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

**Absent**

**Others Present**

Gelynda Capel  
George Gilbreath  
Andrea Marshall  
Samuel Martin  
Bill Price

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

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

**Approval of February Committee Minutes – Appendix A**

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

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

Mrs. McBride presented Appendix B, the February Local, State and Institutional Funds Financial Reports.

- As of February 28, 2018, County fund expenditures were \$499,201, or 65% of budget.
- As of February 28, 2018, there were \$227,377 in funds for capital expenditures.
- As of February 28, 2018, State fund expenditures were \$4,797,643, or 63% of budget.
- As of February 28, 2018, Institutional funds balance was \$577,997.
- As of February 28, 2018, The balance in the STIF account was \$109,023.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the February Local, State and Institutional funds report. The motion carried.

**2018-2019 Local Budget Request – Action – Appendix C**

Mrs. McBride presented Appendix C, the 2018-2019 local budget request.

- Mrs. McBride noted a requested increase in Utilities/Heating fuel due to anticipated electricity increase of 5% per Duke Energy.
- An increase to the property insurance due to 3% increase in property values.
- The total request was increased by 2.9% over the last year.

- The 2018-2019 Local Budget Request will be made to the County Commissioners on March 20, 2018.
- Equipment needs and building and grounds improvement and repairs request from the county is \$442,000.
- The Quarter Cent Sales Tax and Property Tax Allocation revenue at end of fiscal year for 2019 is estimated to be at \$445,000.

Mr. Knowles made a motion, to approve the 2018-2019 local budget request, Mrs. Bulthuis seconded. The motion carried.

**Board Policy Revisions – Section 413 – Appendix D – Second Reading – Action**

Dr. Bledsoe reviewed Appendix D, changes to Board Policy Manual Section 413.00 Travel Regulation for second reading. Following discussion, the policy was tabled, and recommendations were made to further revise the policy. The policy will be presented at the next Board meeting with further revisions.

**February Foundation Fund Statement – Appendix E**

Mrs. Ervin presented Appendix E, the Foundation Fund Statement. Fund Drive percentages are 96% giving for employees, Board of Trustees are at 25% giving, and the Foundation is at 47% giving. She also reminded the Board of the golf tournament coming up on April 20, 2018.

There being no further business, the meeting adjourned at 5:54 p.m.

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 5:55 p.m. in the College Boardroom.

**Present**

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

**Absent**

Johnny McKinnon

**Others Present**

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

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

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

Committee roll was taken by Chairman Knowles and all committee members were present, except, Dr. Johnny McKinnon.

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

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

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report. She reported that a leak was discovered in the cooling tower loop, and emergency repairs were needed. The cost to repair said leak was approximately \$20,000. \$10,000 of that total is to be paid out of quarter cent sales tax funds and the other half, \$10,000, will be funded by the county.

**Facilities Master Plan – Appendix I**

Mrs. McBride presented the 2018 Facilities Master Plan. She reported on the renovation projects that are underway or planned in the coming months/years. Dr. Bledsoe gave an update on construction in the President's Office, renovations will be postponed.



**Incident Report – Appendix J**

Mrs. McBride presented the incident report. An incident report was filed by a faculty member regarding some graffiti on a table in a classroom.

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

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

The Blair Hall roof replacement bids will be coming in soon for roof, interior construction, and HVAC. The Capel Hall HVAC Replacement Budget has increased to \$1,075,000. The Workforce Development center is finished and they came in under budget at \$88,551. He also noted that Appendix K-1 is the construction plans for the shared CTE Building with the high school, they will begin construction in March, 2018.

There being no further business, the meeting adjourned at 6:07 p.m.

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:07 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Phil Absher, Vice Chairman  
Claudia Bulthuis  
Susan Eggleston  
George Gilbreath

**Absent**

Paula Covington

**Others Present**

Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price

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

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

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

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

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

**Notice of Resignations**

**Director of the Small Business Center– Appendix M**

Mrs. Capel presented Appendix M, the resignation from Jessica McDaniel, Director of the Small Business Center.

**Personnel Appointments – Appendix N and Appendix O**

Mrs. Capel introduced Courtney Atkins, Assistant to the President. She noted that Andrew Gardner will be introduced at the next Board meeting.

There being no further business, the meeting adjourned at 6:09 p.m.

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:09 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Phil Absher  
Gelynda Capel  
George Gilbreath  
Susan Hershberger  
Gordon Knowles

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

Mr. Martin, Chairman called the meeting to order.

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

**Approval of February Committee Minutes – Appendix P**

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

**Update from Vice President of Instruction – Appendix Q and Appendix R**

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix R.

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

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

There being no further business, the meeting adjourned at 6:20 p.m.

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:20 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Claudia Bulthuis  
Bill Price

**Absent**

Paula Covington, Vice Chair

**Others Present**

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

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

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

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

**Approval of February Committee Minutes – Appendix V**

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

**Legislative Update – Appendix U**

Dr. Bledsoe gave a Legislative update as presented in Appendix U.

The Board discussed security precautions on campus. Dr. Bledsoe noted an additional request being made to the county of \$25,000 for additional cameras on campus.

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

Mrs. Haywood presented Appendix X, the Public Relations/Marketing Update. She noted that several stories on various Montgomery Community College programs will be published in the following months.

There being no further business, the meeting adjourned at 6:32 p.m.

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:32 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Phil Absher  
Gelynda Capel  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price

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

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

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

**Approval of November Committee Minutes – Appendix Y**

Mr. Gilbreath made a motion, seconded by Mrs. Hershberger, to approve the February Institutional Status Committee minutes. The motion carried.

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

**Board of Trustees  
Board Retreat  
Montgomery Community College  
March 23, 2018**

**Minutes**

The annual retreat of the Montgomery Community College Board of Trustees was held March 23, 2018 at 8:30 a.m. in the Boardroom. Those present were:

Present:

Claudia Bulthuis  
Gelynda Capel  
Susan Eggleston  
Susan Hershberger

Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price

Absent:

Phil Absher  
Paula Covington  
George Gilbreath  
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administration Services; Andrew Gardner, Dean of Continuing Education; Cindy Ellison, Dean of Information Technology; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Looking at the history of the college, factors that have made Montgomery Community College successful in the past 50 years were identified.

The factors included:

- Vision
- Financial Support
- Passion
- Willing to risk
- Established needs
- Team work
- Shared resources

Mrs. Michele Haywood presented the 2017 Annual Report.

The discussion then focused on the partnerships that benefit the College.

The Board heard presentations from Andrew Gardner, Lynn Epps, Pete Herron, Korrie Ervin and Crystal Thomas with a description of their job, and who they partner with, or would like to partner with in their job.

Mr. Price made a motion, seconded by Mr. Knowles, to go into closed session at 11:30 a.m. pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 at 11:32 a.m. The motion carried.

No action was taken in closed session. Mr. Knowles made a motion, seconded by Mrs. Eggleston, to return to open session at 12:06 p.m. The motion carried.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the meeting at 12:06 p.m. The motion carried.

**Budget & Finance Committee**  
**Wednesday, April 11, 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 March Committee Minutes – Appendix B – Action**
- ❖ **March Local, State and Institutional Funds Financial Reports – Appendix C – Action**
- ❖ **Write Offs – Appendix D – Action**
- ❖ **Board Policy 413.00 Revisions – Appendix E – Second Reading – Action**
- ❖ **Grant Update – Appendix F – Action**
- ❖ **February Foundation Fund Statement – Appendix G**
- ❖ **Foundation Update**
- ❖ **New Business**
- ❖ **Adjourn**



## **Budget & Finance Committee Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 5:32 p.m. in the College Boardroom

### **Present**

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

### **Absent**

### **Others Present**

Gelynda Capel  
George Gilbreath  
Andrea Marshall  
Samuel Martin  
Bill Price

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

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

### **Approval of February Committee Minutes – Appendix A**

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

### **February Local, State, and Institutional Funds Financial Report – Appendix B**

Mrs. McBride presented Appendix B, the February Local, State and Institutional Funds Financial Reports.

- As of February 28, 2018, County fund expenditures were \$499,201, or 65% of budget.
- As of February 28, 2018, there were \$227,377 in funds for capital expenditures.
- As of February 28, 2018, State fund expenditures were \$4,797,643, or 63% of budget.
- As of February 28, 2018, Institutional funds balance was \$577,997.
- As of February 28, 2018, The balance in the STIF account was \$109,023.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the February Local, State and Institutional funds report. The motion carried.

### **2018-2019 Local Budget Request – Action – Appendix C**

Mrs. McBride presented Appendix C, the 2018-2019 local budget request.

- Mrs. McBride noted a requested increase in Utilities/Heating fuel due to anticipated electricity increase of 5% per Duke Energy.
- An increase to the property insurance due to 3% increase in property values.
- The total request was increased by 2.9% over the last year.

- The 2018-2019 Local Budget Request will be made to the County Commissioners on March 20, 2018.
- Equipment needs and building and grounds improvement and repairs request from the county is \$442,000.
- The Quarter Cent Sales Tax and Property Tax Allocation revenue at end of fiscal year for 2019 is estimated to be at \$445,000.

Mr. Knowles made a motion, to approve the 2018-2019 local budget request, Mrs. Bulthuis seconded. The motion carried.

**Board Policy Revisions – Section 413 – Appendix D – Second Reading – Action**

Dr. Bledsoe reviewed Appendix D, changes to Board Policy Manual Section 413.00 Travel Regulation for second reading. Following discussion, the policy was tabled, and recommendations were made to further revise the policy. The policy will be presented at the next Board meeting with further revisions.

**February Foundation Fund Statement – Appendix E**

Mrs. Ervin presented Appendix E, the Foundation Fund Statement. Fund Drive percentages are 96% giving for employees, Board of Trustees are at 25% giving, and the Foundation is at 47% giving. She also reminded the Board of the golf tournament coming up on April 20, 2018.

There being no further business, the meeting adjourned at 5:54 p.m.

**Montgomery Community College  
County Funds - Board Report for March 2018**

<b>County Funds - March 2018</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>
511101	Car Allowance	6,000	500	4,500	1,500	75%
514000	FT Svc/Maint/Skilled Craft	155,401	13,951	116,628	38,773	75%
514050	Supvr Svc/Maint/Skilled Craft	82,351	6,851	61,800	20,551	75%
518100	Social Security	18,160	1,574	13,693	4,467	75%
518200	Retirement	41,089	3,563	30,926	10,163	75%
518300	Medical Insurance	46,271	3,460	33,897	12,374	73%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	13,000	838	8,723	4,277	67%
519120	Lawns and Grounds Service	1,000	-	750	250	75%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,000	357	13,835	3,165	81%
522000	Maintenance Supplies	18,500	1,137	13,165	5,335	71%
524000	Repair Supplies	14,500	165	6,489	8,011	45%
525000	Gas/Travel/Reimbursement	5,322	33	1,477	3,845	28%
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	1,200	10,668	6,132	64%
533100	Heat	36,017	-	35,987	30	100%
533200	Water	11,000	2,003	8,851	2,149	80%
533300	Electricity	188,000	13,997	144,878	43,122	77%
533400	Garbage/Sewage Disposal	9,485	1,063	8,100	1,385	85%
535100	Equipment Repair	1,800	-	1,079	721	60%
535200	Repairs to Facilities	15,500	1,768	14,828	672	96%
535201	Repairs to Grounds-Supp	3,933	-	3,891	42	99%
535400	Service Contracts	17,000	276	8,364	8,636	49%
539200	PR-President's Office	600	44	180	420	30%
539500	Other Current Expense	4,000	-	1,070	2,930	27%
543000	Lease/Rental Other Equipment	3,067	383	3,067	(0)	100%
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	2,055	169	1,509	546	73%
545302	EAP Program Expense	1,683	140	1,403	281	83%
546100	Membership & Dues	1,440	-	1,440	-	100%
555100	Minor Equipment High	267	250	250	17	94%
<b>Total Current Expense</b>		<b>768,000</b>	<b>53,721</b>	<b>552,922</b>	<b>215,078</b>	<b>72%</b>

**Montgomery Community College  
County Funds - Board Report for March 2018**

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

Life-to-date Revenues as of State's January 2018 Report	<b>\$ 447,048</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>57,883</b>
	<hr/>
<b>Total Revenue</b>	<b>624,274</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 (\$20K), Lighting (\$5K)	(81,672)
	<hr/>
Sub-total Life-to-date Revenues less Submitted Projects	75,187
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
	<hr/>
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 3/31/18</b>	<b>\$ 250,187</b>
	<hr/> <hr/>

**Montgomery Community College  
State Funds - Board Report for March 2018**

Appendix C

<b>State Funds - March 2018</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
511100 President	139,254	11,605	104,441	34,814	75%
511200 FT Senior Administrator	238,968	19,914	179,226	59,742	75%
511300 FT Professional Staff	983,695	70,889	725,825	257,870	74%
511310 PT Professional Staff	28,645	1,133	17,357	11,288	61%
511340 30 Hour Professional St	72,248	-	-	72,248	0%
512000 FT Support	60,780	5,065	45,585	15,195	75%
512010 PT Support	30,160	2,723	23,609	6,551	78%
512040 30 Hour Support	14,304	-	14,304	-	100%
513000 FT Faculty	1,817,471	155,603	1,363,193	454,278	75%
513010 PT Faculty	716,743	79,834	515,353	201,390	72%
513030 PT Teaching Assistant	12,100	1,250	10,100	2,000	83%
513040 30 Hour Faculty	32,706	2,726	24,467	8,240	75%
515000 FT Technical/Paraprofes	416,846	36,999	305,389	111,457	73%
515010 PT Technical/Paraprofes	94,095	9,417	69,941	24,154	74%
518100 Social Security	346,908	28,748	247,819	99,089	71%
518200 Retirement	656,136	53,666	490,569	165,567	75%
518300 Medical Insurance	421,510	34,026	310,419	111,091	74%
518500 Unemployment Comp	1,324	-	1,324	-	100%
518700 Longevity Payments	47,616	696	42,094	5,522	88%
519000 Legal Services	756	-	-	756	0%
519020 Sys Implementation/Inte	5,300	-	-	5,300	0%
519040 Administrative Services	3,099	-	1,440	1,659	46%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	4,237	-	-	4,237	0%
519144 Managed Server Support	9,800	6,848	6,848	2,952	70%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instr	56,432	1,600	33,158	23,274	59%
519401 Online Tutoring Contrac	18,864	5,000	11,864	7,000	63%
519700 Personal Serv - 3rd Par	15,760	-	15,130	630	96%
523XXX Copies & Instr Suppl	163,358	20,165	103,750	59,608	64%
527000 Other Supplies	59,429	5,455	28,585	30,844	48%
527005 Tires, Oil Changes, Oth	1,600	-	1,338	262	84%
531110 In-State Ground Transpo	18,644	1,404	9,943	8,701	53%
531140 In-State Lodging	17,652	1,108	9,647	8,005	55%
531150 In-State Meals	5,249	190	1,978	3,271	38%
531210 Out-of-State Ground Tra	2,140	-	1,579	561	74%
531220 Out-of-State Air Transp	3,674	894	3,265	409	89%
531240 Out-of-State Lodging	9,662	414	5,868	3,794	61%
531250 Out-of-State Meals	2,122	-	1,756	366	83%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,294	-	1,288	1,006	56%
531500 Registration Fees	33,545	2,269	18,380	15,165	55%
532100 Postage	12,193	486	3,793	8,400	31%
532337 Managed Server Support	9,089	-	1,064	8,025	12%
532700 Software Subscriptions	8,034	-	7,745	289	96%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%

**Montgomery Community College**  
**State Funds - Board Report for March 2018**

Appendix C

<b>State Funds - March 2018</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 Exp This Year</b>
535100 Equipment Repair	12,294	109	7,094	5,200	58%
535120 Repairs-Voice Communicatio	722	-	-	722	0%
535400 Service Contracts	325	225	225	100	69%
535430 Maint Agreement-Equipme	5,182	-	2,494	2,688	48%
535450 Maint Agreement-NonWAN	42,107	-	31,849	10,258	76%
535494 Maint. Agree.-Server Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	3,285	-	3,285	(0)	100%
537000 Advertising	57,519	935	20,260	37,259	35%
535491 Maint. Ag LAN Equip	6,927	-	-	6,927	0%
537100 Advertise Vac Positions	12,000	1,819	9,982	2,018	83%
539400 Magazine/Newspaper Subs	3,750	195	1,474	2,276	39%
539500 Other Current Expense	1,809	175	175	1,634	10%
539520 Electronic Processing	11,000	-	7,011	3,989	64%
539700 Childcare - 530 Purpose	22,683	2,729	15,166	7,517	67%
539720 Project Skill-Up Student Assi	15,000	-	-	15,000	0%
542403 Rental/Lease Servers	3,840	320	2,880	960	75%
544000 NonWAN Data Process Sof	400	-	-	400	0%
544010 Software License Renewa	27,471	3,711	7,171	20,300	26%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,810	180	5,916	12,894	31%
546200 Accreditation Ex	9,264	5,312	8,814	450	95%
548000 NEIT	63	-	-	63	0%
555100 Minor Equipment Low	17,105	-	7,119	9,986	42%
555200 Minor Equip High	7,656	-	3,316	4,340	43%
<b>Total Current Expense</b>	<b>6,922,303</b>	<b>575,836</b>	<b>4,935,177</b>	<b>1,987,126</b>	<b>71%</b>
552070 Lan-Equipment	53,545	-	-	53,545	0%
553000 Educational Equipment	521,085	31,083	443,871	77,214	85%
555100 Minor Equipment Low Risk	10,000	-	(2,023)	12,023	-20%
555200 Minor Equip High Risk	50,412	-	27,229	23,183	54%
556100 Books	25,985	8,254	8,562	17,423	33%
<b>Total Capital Expense</b>	<b>661,027</b>	<b>39,337</b>	<b>477,639</b>	<b>183,388</b>	<b>72%</b>
<b>Total Expenses</b>	<b>7,583,330</b>	<b>615,173</b>	<b>5,412,816</b>	<b>2,170,514</b>	<b>71%</b>

**Montgomery Community College**  
**Institutional Funds - Board Report for March 2018**

Appendix C

<b>Institutional Funds - March 2018</b>		<b>Revenues</b>	<b>Expended</b>	<b>Revenues</b>	<b>Expended</b>	<b>Balance</b>
		<b>This Month</b>	<b>This Month</b>	<b>This Year</b>	<b>This Year</b>	<b>In Account</b>
01-121	Pell Overpayments	-	-	-	-	242
01-128	Veterans Reporting Fee	336	375	336	400	738
01-132	Overhead Receipts 75%	1,504	634	2,302	1,913	11,815
01-133	Current General & Misc	142	117	1,380	1,240	4,473
01-134	Admin Support	517	1,755	998	2,578	-
01-135	Overhead Receipts 25%	501	-	768	-	8,242
01-142	Textbook Rental	11,605	1,027	28,725	35,270	3,048
01-222	Forestry Program	-	-	-	4,175	5,870
01-291	Specific Fees: Medical	(15)	509	465	509	2,577
01-291	Specific Fees: Electron	38	-	688	-	2,797
01-291	Specific Fees: Gunsmith	150	-	7,780	14,104	35,801
01-291	Specific Fees: Phlebotomy	-	-	100	-	400
01-291	Specific Fees: Taxiderm	25	-	1,041	3,665	10,942
01-291	Specific Fees - LP	-	-	2,300	-	8,455
01-291	Specific Fees: Dental	-	32	2,533	1,138	5,223
01-291	Specific Fees: NET/TEAS	-	1,800	3,024	1,800	5,138
01-291	Specific Fees: HVAC	-	-	175	-	175
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	158	-	717
01-315	Self Supporting	1,107	1,298	53,731	28,116	69,442
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	631	440	2,079
01-363	Small Business Center	-	-	1,640	1,645	7,269
01-391	Specific Fees: Occ. Ext	2,418	147	15,895	8,370	70,323
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	2,055	1,494	3,008	35,296	27,969
<b>1</b>	01-622 Sales Tax Utilization	-	3,386	85,760	87,977	(2,217)
	01-715 Vending	1,458	1,458	6,047	6,047	-
	02-131 College Work Study	3,826	3,826	18,436	18,436	-
	02-228 Self Supp. Curriculum	-	15	-	2,667	24,519
	02-229 Distance Learning	13	-	99	-	-
	02-237 Perkins Prof Dev	-	-	-	-	-
	02-238 Perkins Prof Develop	-	-	-	-	-
	02-241 Perkins Automation Soft	-	-	-	-	-
	02-292 Tech Fee-Curr	699	247	16,773	43,145	86,163
<b>2</b>	02-383 Fire Training Center Gr	-	8,354	3,434	18,702	(4,458)
	02-392 Tech Fee: Con Ed	-	-	5	-	1,958
<b>3</b>	02-425 NCWorks Grant Adult Services	12,343	7,315	39,041	58,356	(19,315)
<b>3</b>	02-427 NCWorks Grant Dislocated Worker	3,259	2,003	10,952	14,687	(3,735)
<b>4</b>	02-429 Vo-Ed PT Curr Support	1,537	748	6,153	6,901	(748)
<b>4</b>	02-511 Voc-Ed Counseling	1,919	960	7,682	8,642	(960)
<b>4</b>	02-512 Voc-Ed Tutor Funds	20	284	3,176	3,460	(284)
	02-823 FSEOG	6,270	6,270	12,539	12,539	-
<b>5</b>	02-824 Pell Grant	9,183	8,137	1,027,979	1,028,413	(423)
	02-831 Educ. Lottery Schol.	50	50	29,584	29,584	-
	02-833 Golden LEAF	-	4,493	11,746	10,270	1,477
	02-835 NC Comm Coll Grt	535	625	60,172	60,172	-
	02-836 High Demand/Low Enrol	-	640	1,100	1,740	-

**Montgomery Community College  
Institutional Funds - Board Report for March 2018**

Appendix C

<b>Institutional Funds - March 2018</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>
<b>6</b>	02-837 MCC Foundation Scholar	62,324	1,029	139,872	140,401	(529)
	02-838 Wells Fargo Scholarship	-	-	250	250	-
	02-839 Less Than Half-time	-	570	1,300	660	-
	02-842 SGA President Scholar	-	-	1,500	1,500	-
	02-845 SECU Scholarships	-	-	10,000	10,000	-
	05-715 Vending	1,917	1,458	8,194	7,122	12,700
	05-716 Bookstore Vending	15,314	-	20,498	-	95,899
	05-720 Bookstore	78	-	573	-	-
	05-721 General Store	1,561	2,485	13,304	15,531	-
	05-740 Parking Fee	132	-	3,988	-	38,127
	05-770 Stud Govt Assoc	663	168	26,050	18,508	31,973
	05-771 Graduation Fund	3,485	-	4,435	73	6,260
	05-774 Stud. Amabassador	83	3,000	2,920	3,000	25,964
	07-925 Bond-Workplace Dev Renovation	-	-	96,648	96,648	-
	07-925 Bond-Bldg 200 HVAC Replacement	-	-	58,200	58,200	-
	07-925 Bond-Bldg 200 Interior	-	-	55,415	55,415	-
	09-772 Club Accounts	-	-	-	-	50,950
<b>7</b>	09-773 Agency Fund	-	-	-	-	(14,994)
	09-775 Funds for Others	-	-	-	-	1,957
	09-776 Restricted Schol Held	-	-	-	-	378
	09-777 Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>147,056</b>	<b>66,709</b>	<b>1,911,504</b>	<b>1,959,703</b>	<b>619,896</b>

<b>STIF Account as of 03/31/18</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	55	408	42,650	43,058
02-229	Distance Learning	13	99	10,310	10,409
02-292	Technology Fees	98	725	75,725	76,450
05-720	Bookstore	78	573	59,777	60,350
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>244</b>	<b>1,805</b>	<b>188,462</b>	<b>190,267</b>

- 1 Due from County**
- 2 Due from NC Dept. of Agriculture**
- 3 Due from NC Works**
- 4 Due from RCC-PERKINS**
- 5 PELL Overpayment**
- 6 Due from MCC Foundation**
- 7 Financial Aid Bookstore Charges**



# Memorandum

**TO:** Montgomery Community College Board of Trustees  
**CC:** Tonya Luck, Accountant; Jessica Brower, A/R Specialist  
**From:** Jeanette McBride, VP of Administrative Services  
**Date:** March 26, 2018  
**Re:** 2018 Write-Offs

*Jeanette McBride*

According to the Collection Section of the Attorney General's Office regarding uncollectible accounts, the policy states "accounts should be written off an agency's financial accounting records when all collection procedures have been conducted without results and management deems the accounts uncollectible. Uncollectible accounts may be written off of an agency's financial accounting records and no longer recognized as collectible receivables for financial reporting purposes, but the legal obligation to pay the debts still remains."

Due to the fact that the statute of limitations on most receivables is three years, I have compiled a list of balances that have had no activity in the last three years. According to the Policy and Procedures, Section 4, of the North Carolina Community College Accounting Procedures Manual, these balances may be written off once approval has been obtained from the college's Board of Trustees. These amounts will be written off as a receivable for financial statement purposes, but will continue to be on the Debt Setoff list for the Department of Revenue to continue collection attempts through their State Income Tax Refunds and Williams & Fudge Collection Agency.

Student ID	Student Name	Term	Amt Owed State Funds	Amt Owed Inst'l Funds	Total Due
448282	Atkins, George E.	2014FA	\$0.00	\$300.00	\$300.00
405745	Bowden, Angie D.	2013SP	\$103.50	\$37.60	\$141.10
398384	Chriscoe, Crystal D.	2009SP	\$288.37	\$0.00	\$288.37
411926	Collins, Crystal S.	2012SP	\$300.55	\$0.00	\$300.55
429359	Cooper, Tiffany N.	2014SP	\$0.00	\$32.60	\$32.60
441143	Crook, Johnathan D.	2012SU	\$209.48	\$208.72	\$418.20
391898	Davis, Christopher J.	2014SP	\$484.78	\$208.10	\$692.88
436168	Gainey, Kiara L.	2011FA	\$326.15	\$0.00	\$326.15
396623	Gaylord, Candeis C.	2010FA	\$734.50	\$919.56	\$1,654.06
409411	Green, Rachel C.	2014FA	\$519.20	\$113.60	\$632.80
442962	Greene, Amanda M.	2014SP	\$604.03	\$423.48	\$1,027.51
436576	Hallman, Melinda W.	2012FA	\$554.76	\$90.70	\$645.46
440037	Harrington, Charlotte	2011FA	\$382.97	\$133.33	\$516.30
409255	Harris, David G.	2011SP	\$156.53	\$0.00	\$156.53

444555	Hawley, Stacey R.	2014SP	\$746.46	\$108.38	\$854.84
417120	Hinton, Joyce A.	2007SU	\$86.80	\$28.25	\$115.05
408912	Horton, Steven B.	2014FA	\$630.72	\$532.54	\$1,163.26
437787	Hutton, Megan M.	2014FA	\$0.00	\$871.13	\$871.13
403778	Keitt, Lilas E.	2012FA	\$690.00	\$421.70	\$1,111.70
446178	LaBrack, Tami K.	2014FA	\$105.12	\$115.53	\$220.65
430318	Little, Christopher J.	2010SU	\$0.00	\$38.36	\$38.36
440363	Little, Shquinain S.	2011FA	\$610.47	\$31.10	\$641.57
438021	Little, Ulexus G.	2012SP	\$454.86	\$124.71	\$579.57
423890	Martin, LaShaRe M.	2010SP	\$302.40	\$16.77	\$319.17
393149	McAuley, Emmanuel F.	2010SP	\$253.78	\$144.68	\$398.46
446179	McIntyre, Roberto L.	2013FA	\$547.49	\$460.77	\$1,008.26
433759	McNeil, Darrell C.	2013SP	\$590.63	\$252.73	\$843.36
410222	Medley, Kerry S.	2014SP	\$363.22	\$348.46	\$711.68
443484	Monroe, Anthony L.	2013SP	\$953.24	\$276.49	\$1,229.73
446038	Moody, Kutaka S.	2014FA	\$902.50	\$113.60	\$1,016.10
389951	Moore, Lakecia S.	2012SP	\$402.77	\$0.00	\$402.77
411729	Morris, Rebecca C.	2013FA	\$687.69	\$506.73	\$1,194.42
442455	Pemberton, Rosemary M.	2013SP	\$493.49	\$130.10	\$623.59
403243	Robinson, Ebony K.	2012FA	\$539.09	\$227.55	\$766.64
389229	Robinson, Makeda M.	2007FA	\$25.44	\$217.08	\$242.52
434122	Rushing, Latavia S.	2012FA	\$400.06	\$138.22	\$538.28
446229	Siler, Satoya C.	2013FA	\$649.51	\$259.53	\$909.04
439681	Smith, Markquita S.	2011FA	\$444.49	\$420.89	\$865.38
437614	Smith, Natasha D.	2012FA	\$271.68	\$407.09	\$678.77
428037	Steele, Anthony D.	2014FA	\$48.99	\$50.76	\$99.75
391240	Steele, Robert E.	2013SP	\$356.04	\$16.17	\$372.21
447846	Stevens, Jesse L.	2014FA	\$777.27	\$678.94	\$1,456.21
408301	Taylor, Cindy F.	2011FA	\$452.50	\$0.00	\$452.50
442664	Terry, Beverly Z.	2013SP	\$421.45	\$330.54	\$751.99
443083	Thomas, Kimberly C.	2013SP	\$392.48	\$86.76	\$479.24
444021	Tupaz, Curtis J.	2013SP	\$377.64	\$237.26	\$614.90
434188	Vuncannon, Gina D.	2013FA	\$492.63	\$19.93	\$512.56
395890	Wall, Brittany M.	2012SP	\$426.93	\$181.64	\$608.57
415176	Ward, Joseph H.	2011SP	\$214.95	\$44.48	\$259.43
413736	Watts, Doniell M.	2010SP	\$350.40	\$245.71	\$596.11
410191	Young, Naomi S.	2009SP	\$223.22	\$84.89	\$308.11
					\$30,988.39

Collections efforts for the above accounts are as follows; Past due letters were sent to each individual at 30, 60, and 90 days past due. If no payment efforts were made during that time the debt was turned into the North Carolina Department of Revenue and Williams and Fudge Collection Agency. No collections have been made in the past three years.

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## 413.00 Travel Regulations

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Montgomery Community College will reimburse college employees for work related travel in accordance with NC State Guidelines. Individuals wishing reimbursement for their travel associated with work must follow college procedure for submitting such requests.

### 413.00.01 College-Related Travel and Subsistence Procedure

The College follows all state guidelines in reimbursing employees for College-related travel. In accordance with state policy, the College requires that all travel reimbursement requests be filed for approval and payment within thirty (30) days after the travel period has ended. Travel period is defined as the calendar month during which the travel occurred.

Reimbursement may not be made for commuting between an employee's home and his or her duty station except for temporary or part-time continuing education instructors. Mileage will be reimbursed at the amount established by the College administration not to exceed the rate set by the IRS and the Office of State Budget and Management (OSBM).

#### When round trip mileage does not exceed 100 miles:

- Reimbursement for personal vehicle when no college car is available will be set at the federal rate. Reimbursement for personal vehicle when a college car is available will be set at **the Office of State Budget and Management (OSBM) convenience rate**. If the destination is closer from the employees home and a personal vehicle is being used the employee will be reimbursed at the federal rate.
- **When a college car is available and round trip mileage does not exceed 100 miles, reimbursement rate will be set at the Office of State Budget and Management (OSBM) rate**

#### When round trip mileage does exceed 100 miles:

- **When a college car is available and round trip mileage exceeds 100 miles, reimbursement rate will be set at the Office of State Budget and Management (OSBM) convenience rate.**
- **When a college car is not available and round trip mileage exceeds 100 miles the reimbursement rate will be set at the Office and State Budget and Management (OSBM) convenience rate.**

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid

mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

#### **413.01 College Vehicle Use**

College vehicles are provided for use by faculty and staff for conducting college business. To prevent scheduling conflicts employees wishing to use the College vehicles should submit a Vehicle Use Authorization Request form to the Vice President of Administrative Services via their respective Vice President. Cars may not be reserved more than one month in advance of actual travel. The use of private cars is desirable if it is known that the vehicle shall be parked in an airport parking lot or other location for as much as two (2) days.

Students may use college cars only with the permission of the Vice President of Administrative Services. Normally, student use of college cars is limited to the SGA President. Other students may operate buses and vans when permission is granted by the Vice President of Administrative Services upon the request of a faculty or staff member and when the student user has turned in a completed Field Trip Authorization Form and has undergone a driving record check.

Spouses and children of institution employees may accompany them in institution cars if space is available and all travel is strictly for official institution business. Spouses may not operate college vehicles.

Approved June 8, 2016

**Grants Applied or in Process**

Appendix F

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Montgomery Fund	English Language Learners Child Care and Homework Help Center	To provide child care/homework assistance for the children of the adult students attending the English Language Learners (ELL) classes. The goal is to increase attendance of adult learners and assist children with homework.	1 Year	\$3,000	Application deadline is 4/2/18 Submitted 3/30/18

**Grants Awarded**

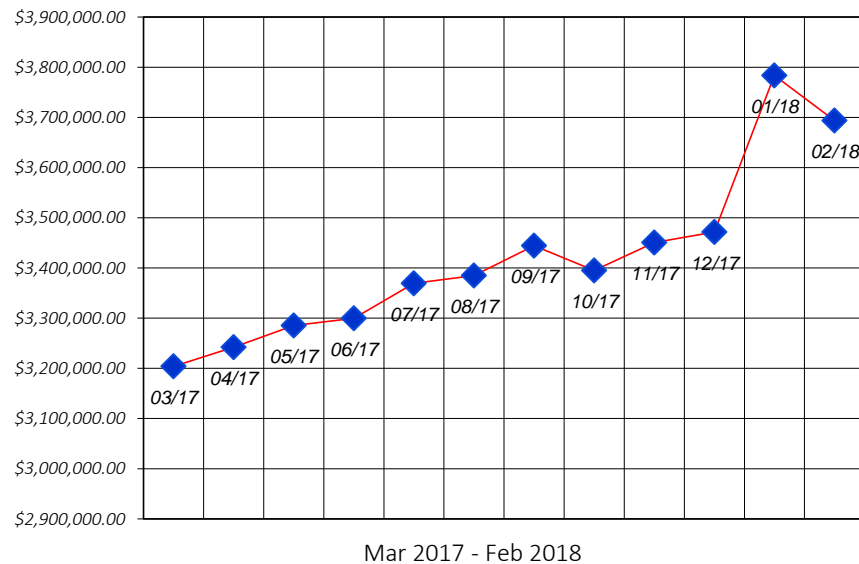
Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
North Carolina Community College System	Project Skill UP	Project Skill-UP is a NCCCS initiative whose goal is to help individuals in NC adversely impacted by changes in the tobacco-related sector of the economy. This support will provide scholarship assistance to individuals to "update" their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities.	Feb. '18- June '19	\$15,000		Application deadline is January 30, 2018. Funds awarded February 16, 2018.
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 activities 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

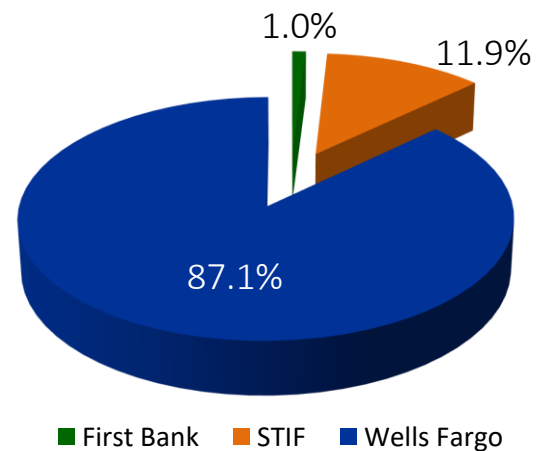
## Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of February 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54	\$3,321,402.97	\$235,793.05	\$226,529.47	\$3,783,725.49
<b>Receipts</b>								
Interest/Dividends	\$45,854.84	\$2,136.33	\$6.26	\$47,997.43	\$4,709.53	\$360.70	\$1.86	\$5,072.09
Deposits	\$19,214.80	\$239,986.52	\$296,344.85	\$555,546.17	\$3,489.60	\$205,461.34	\$20,754.64	\$229,705.58
<b>Total Receipts</b>	\$65,069.64	\$242,122.85	\$296,351.11	\$603,543.60	\$8,199.13	\$205,822.04	\$20,756.50	\$234,777.67
<b>Disbursements</b>								
Fees/Withdrawals	\$76,577.10	\$46,046.90	\$286,620.72	\$409,244.72	\$1,992.61	\$1,226.21	\$209,692.79	\$212,911.61
<b>Total Disbursements</b>	\$76,577.10	\$46,046.90	\$286,620.72	\$409,244.72	\$1,992.61	\$1,226.21	\$209,692.79	\$212,911.61
<b>Market Value Net Change</b>	\$199,584.14	\$0.00	\$0.00	\$199,584.14	(\$112,052.99)	\$0.00	\$0.00	(\$112,052.99)
<b>Ending Value</b>	\$3,215,556.50	\$440,388.88	\$37,593.18	\$3,693,538.56	\$3,215,556.50	\$440,388.88	\$37,593.18	\$3,693,538.56
<b>Net Change</b>	\$188,076.68	\$196,075.95	\$9,730.39	\$393,883.02	(\$105,846.47)	\$204,595.83	(\$188,936.29)	(\$90,186.93)

### Foundation Funds Value



### Foundation Funds Distribution



**Building & Grounds Committee**  
**Wednesday, April 11, 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 March Committee Minutes – Appendix H – Action**
- ❖ **Facilities Report – Appendix I**
- ❖ **Construction Update and Building Projects Timeline – Appendix J  
– Dr. Chad Bledsoe**
- ❖ **Blair Hall Update – Appendix K – Dr. Chad Bledsoe**
- ❖ **New Business**
- ❖ **Adjourn**



## **Building & Grounds Committee Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 5:55 p.m. in the College Boardroom.

### **Present**

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

### **Absent**

Johnny McKinnon

### **Others Present**

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

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

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

Committee roll was taken by Chairman Knowles and all committee members were present, except, Dr. Johnny McKinnon.

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

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

### **Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report. She reported that a leak was discovered in the cooling tower loop, and emergency repairs were needed. The cost to repair said leak was approximately \$20,000. \$10,000 of that total is to be paid out of quarter cent sales tax funds and the other half, \$10,000, will be funded by the county.

### **Facilities Master Plan – Appendix I**

Mrs. McBride presented the 2018 Facilities Master Plan. She reported on the renovation projects that are underway or planned in the coming months/years. Dr. Bledsoe gave an update on construction in the President's Office, renovations will be postponed.

**Incident Report – Appendix J**

Mrs. McBride presented the incident report. An incident report was filed by a faculty member regarding some graffiti on a table in a classroom.

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

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

The Blair Hall roof replacement bids will be coming in soon for roof, interior construction, and HVAC. The Capel Hall HVAC Replacement Budget has increased to \$1,075,000. The Workforce Development center is finished and they came in under budget at \$88,551. He also noted that Appendix K-1 is the construction plans for the shared CTE Building with the high school, they will begin construction in March, 2018.

There being no further business, the meeting adjourned at 6:07 p.m.

Board Report

Facilities

April 2018

Prepared By: Wanda Frick

The maintenance crew installed two study rooms in the Library. The storefront panels were re-used from the 218 renovations. In the study rooms, new LED panel lights were installed.



New banners have been installed at the Biscoe Center identifying the College and HVAC program.



# Montgomery Community College

## Construction Update

### April 2018

- Blair Hall (100) Renovation, HVAC and Roof Replacement –

1<sup>st</sup> phase schematics for roof replacement approved by State Construction Office. Boomerang Architects will review comments on schematics and will submit a written response, a revised and sealed set of documents for a Final compliance check.

2<sup>nd</sup> phase schematics (building renovations and HVAC upgrades) are being finalized for SCO review.

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: \$66,505

- Capel Hall (200) HVAC Replacement

Letter of award has been received, the designer has completed the construction contract. State Construction has contracts for review and distribution.

- Budgeted: \$1,075,000
- Disbursed to Date: \$61,500

- New Projects

- Firing Range Expansion
- President's Suite

Montgomery Community College  
Building Project Timeline

Project Name	Projected/Actual Cost		2018										2019			
	NC Connect Bond	Other	March	April	May	June	July	August	September	October	November	December	January	February	March	
Capel Hall Roof Replacement (Complete)	\$ 174,430															
Capel Hall HVAC Replacement	\$ 1,000,000		Value Engineering	Construction										Complete		
Center for Workforce Development (Complete)	\$ 111,449															
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877														
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565															
Capel Hall President Suite Renovations	TBD															
Industrial Maintenance Building	\$ 1,000,000					(3-1)	State Board	Design Phase			Construction			Complete		
Building 500 Roof	\$ 40,000					(3-1)	State Board	Construction Bid	Construction	Complete						
Building 500 Renovation	\$ 25,000					(3-1)	State Board	Construction Bid	Construction	Complete						
Building 500 HVAC	\$ 75,000					(3-1)	State Board	Construction Bid	Construction	Complete						
Building 300 HVAC	\$ 75,000					(3-1)	State Board	Construction Bid	Construction	Complete						
Firing Range Expansion		TBD														
Blair Hall Renovation	\$ 3,245,000	\$ 400,000														
Roof Replacement			SCO Review	SCO Approval	Construction Bid	Contr Approved SCO	Construction					Complete				
HVAC Replacement			SCO Review		Design	SCO Review	SCO Approval	Construction Bid	Contr Approved SCO	Construction						
Interior Renovation																
Blair Hall Entrance	\$ 464,093															
Total Cost	\$ 6,334,537	\$ 406,877														

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



- LEGEND**
- STUDENT SERVICES
  - ADMINISTRATION - EXISTING
  - ADMINISTRATION - NEW
  - CLASSROOM
  - CLASSROOM - RENOVATED
  - CLASSROOM - NEW
  - BUSINESS CENTER
  - CAREER & TECH TRAINING (NO WORK)
  - CIRCULATION
  - BUILDING SUPPORT
  - BUILDING SUPPORT - RENOVATED
  - BUILDING SUPPORT - NEW

**1 NEW PRESENTATION PLAN**  
1/8" = 1'-0"

**Personnel Committee**  
**Wednesday, April 11, 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 March Committee Minutes – Appendix L – Action**
- ❖ **Notice of Resignations – Custodian – Appendix M**
- ❖ **Notice of Retirement – Library Technician Assistant – Appendix N**
- ❖ **Personnel Appointments**
  - Director of the Small Business Center – Appendix O**
  - Assistant to the Dean of Continuing Education – Appendix P**
  - Dean of Continuing Education – Appendix Q**
- ❖ **Revisions to Section 200 of Board Policy Manual – Appendix R – Second Reading – Action**
- ❖ **New Business**
- ❖ **Adjourn**



**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:07 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Phil Absher, Vice Chairman  
Claudia Bulthuis  
Susan Eggleston  
George Gilbreath

**Absent**

Paula Covington

**Others Present**

Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price

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

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

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

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

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

**Notice of Resignations****Director of the Small Business Center– Appendix M**

Mrs. Capel presented Appendix M, the resignation from Jessica McDaniel, Director of the Small Business Center.

**Personnel Appointments – Appendix N and Appendix O**

Mrs. Capel introduced Courtney Atkins, Assistant to the President. She noted that Andrew Gardner will be introduced at the next Board meeting.

There being no further business, the meeting adjourned at 6:09 p.m.

March 9, 2018

To whom it may concern,

I, Claudette Thomas, am resigning. My last day will be March 23, 2018. I have enjoyed my time here at MCC. I will be accepting a job at Autumn Care Nursing Home in Biscoe.

Sincerely,

*Claudette Thomas*

Claudette Thomas

Dorothy Wilkes  
1057 Cotton Creek Road  
Biscoe NC

**March 13, 2018**

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

Dear Dr. Bledsoe:

I would like to inform you that I will be retiring effective May 1, 2018.

I am grateful to have had the opportunity to work at MCC for the last thirteen years. I wish the college and all the employees much success in the coming years.

While I look forward to enjoying my retirement, I will miss being part of the team at Montgomery Community College. I trust that the friendships I have developed here will last well into the future.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy Wilkes". The signature is written in black ink and is positioned to the left of the printed name.

Dorothy Wilkes  
Library Technical Assistant

## Personnel Appointment

<b>Name of Person</b>	Savannah Heath
<b>Present Address</b>	125 Glenbrook Springs New London, NC 28127
<b>Position</b>	Small Business Center Director
<b>Position Category</b>	
<b>Salary</b>	\$42,120
<b>Effective Date of Employment</b>	3/15/18
<b>Budget Information</b>	

### Position Description:

This position is responsible for leading, creating and managing programs, activities, events and processes in support of small business owners and potential owners as part of the Small Business Center (SBC). This position is also responsible for the economic development mission of the NCCCS Small Business Center Network (SBCN).

### Education and Certifications

School/Certification	Years Attended	Degree
West Montgomery H.S.	2008-2012	H.S. Diploma
UNC Charlotte	2012-2016	B.S. Business Administration in Marketing
Louisiana State University	2017- Present	M.B.A.

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery C.C.	06/2016- Present	Director of Student Life and Recruitment
Sycamore Brewing	09/2015-04/2016	Marketing Intern
National Marrow Donor Program	06/2015-04/2016	Marketing Intern

### Professional Participation/Honors:

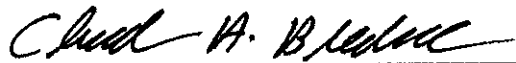
Center of Leadership Development-Leadership Fellows and American Marketing  
Association Charlotte Collegiate Chapter

### Hiring Committee

Person	Position
Carol Holton	Coordinator of Institutional Effectiveness/SACS Liaison
Crystal Thomas	Coordinator of Prison Programs
Jeanette McBride	V.P. of Administrative Services
Andrew Gardner	Dean of Continuing Education
Len Fagan	Instructor, Hunting & Shooting Sports Management & Gunsmithing

### Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Savannah Heath, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Savannah Heath for the Director of the Small Business Center position.



Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Shavier Mason
<b>Present Address</b>	157 Lady Mary Lane Apt. A8, Rockingham, NC 28379
<b>Position</b>	Assistant to the Dean of Continuing Education
<b>Position Category</b>	
<b>Salary</b>	\$30,000
<b>Effective Date of Employment</b>	4/9/18
<b>Budget Information</b>	

### Position Description:

The Assistant to the Dean of Continuing Education is responsible for the oversight of all program area records within Continuing. This person functions as the office manager making independent decisions regarding operational matters. He/she must work well independently without close supervision and with adherence to established program guidelines and procedures. The Assistant to the Dean works closely with staff in Administrative Services and Student Services to ensure student accounts and transcripts are accurate and ensures that Continuing Education class records meet State Board of Community College Code and NC General Statutes. This position also provides orientation and training for both fulltime and part-time staff and supervision for office personnel as directed by the Dean of Continuing Education.

### Education and Certifications

School/Certification	Years Attended	Degree
Richmond Senior H.S.	2003-2006	H.S. Diploma
Richmond C.C.	2012-2014	A.A.S. Early Childhood Education
Richmond C.C.	2016- Present	A.A.

### Work Experience

Employer	Dates of Employment	Position/Title
----------	---------------------	----------------

Richmond C.C.	04/2016- Present	Receptionist and Administrative Assistant for CE
Fortress Metals	07/2015-11/2015	Office Assistant
AmeriCorps	08/2014-07/2015	Member

**Professional Participation/Honors:**

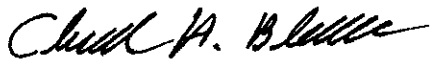
Secretary Campus Crusade for Christ Club

**Hiring Committee**

Person	Position
Mike Collins	Department Chair Business Technologies
Jessica Blanchard	Accounts Receivable Specialist
Teresa Hudson	Assistant to V.P. of Instruction
Andrew Gardner	Dean of Continuing Education
Lee Proctor	V.P. of Instruction

**Appointment Recommendation and Approval**

A Hiring Committee of college personnel interviewed Shavier Mason, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Shavier Mason for the Assistant to the Dean of Continuing Education position.



Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Andrew Gardner
<b>Present Address</b>	355 Sunset Hills Rd. Robbins, NC 27325
<b>Position</b>	Dean of Continuing Education
<b>Position Category</b>	
<b>Salary</b>	\$61,000
<b>Effective Date of Employment</b>	03/01/18
<b>Budget Information</b>	

### Position Description:

### Education and Certifications

School/Certification	Years Attended	Degree
George Mason University	2007	Bachelor of Science – Public Administration
Southern New Hampshire University	2013	Master of Business Administration
University of North Carolina at Charlotte	Current	Ed.D. Educational Leadership

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	April 2014 – March 2018	Director of Business and Industry Services
Studio Elite	March 2011 – April 2014	HR Business Analyst
Moore County	September 2007 – March 2011	Planner



## Professional Participation/Honors:

North Carolina Community College Leadership Program, 2017

Situational Leadership Training, 2016

Proliteracy Volunteer Tutor Workshop Certification, 2013

### Hiring Committee

Person	Position
Lee Proctor	Vice President of Instruction
Mark Dye	Director of Gunsmithing
Crystal Thomas	Coordinator of Prison Programs
Korrie Ervin	Director of Resource Development/Grants
Josh Floyd	Director of Heritage Crafts
Savannah Heath	Director of Student Life

### Appointment Recommendation and Approval

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

*Chad A. Bledsoe*

Chad A. Bledsoe  
President

## 200.00 ADMINISTRATION

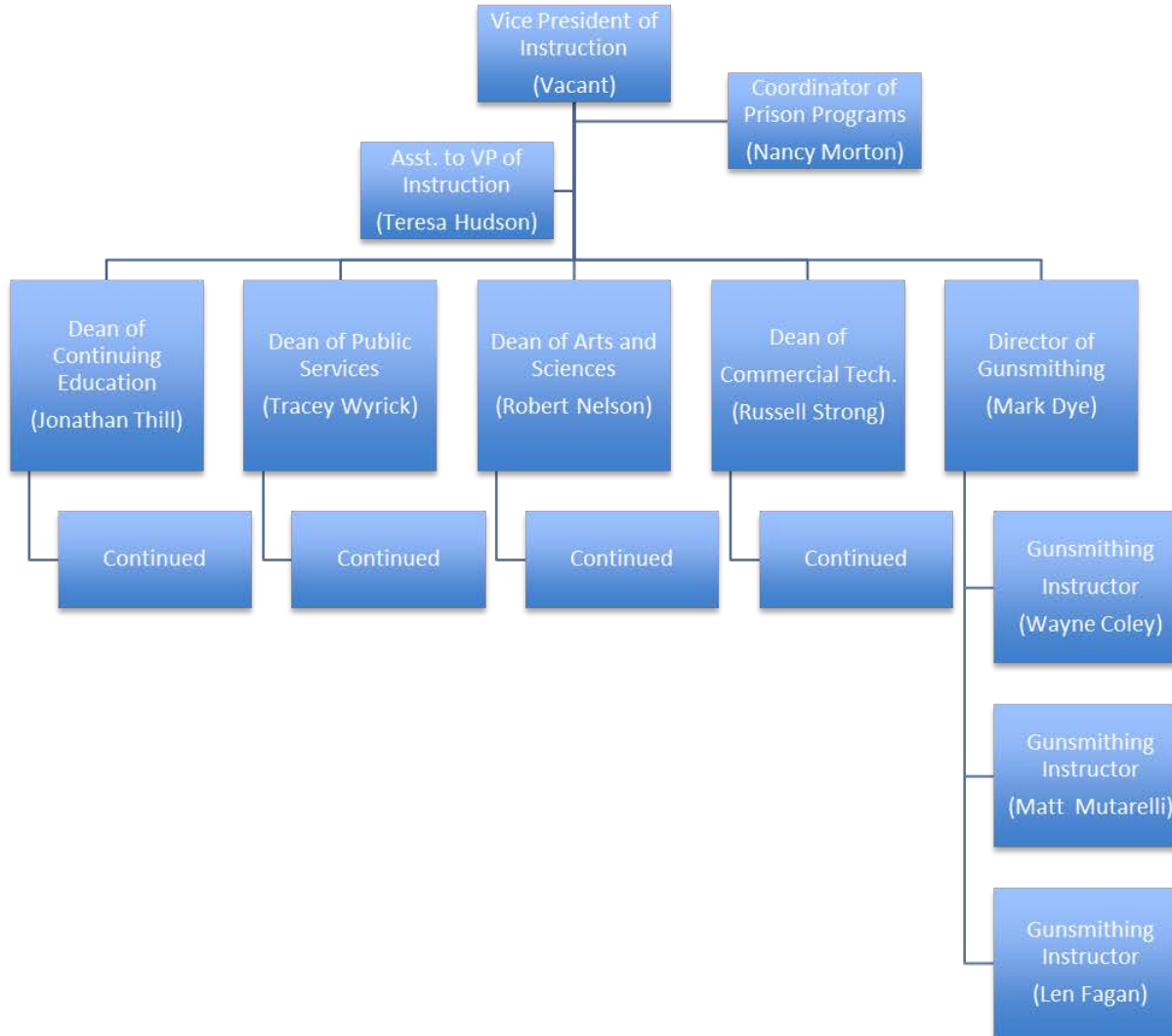
### Organizational Chart

# Administration

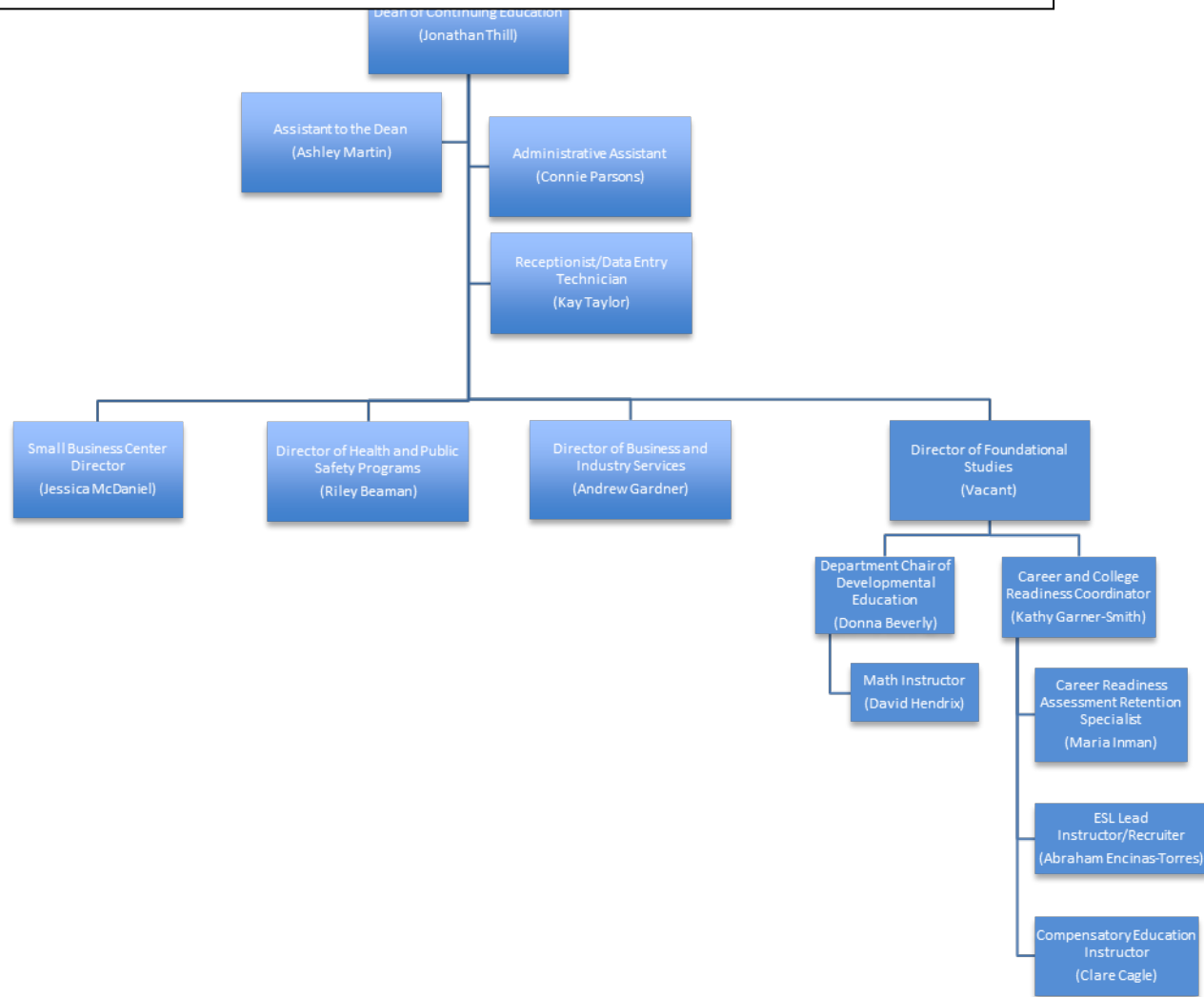


# Instruction

Organizational Chart  
Final Version

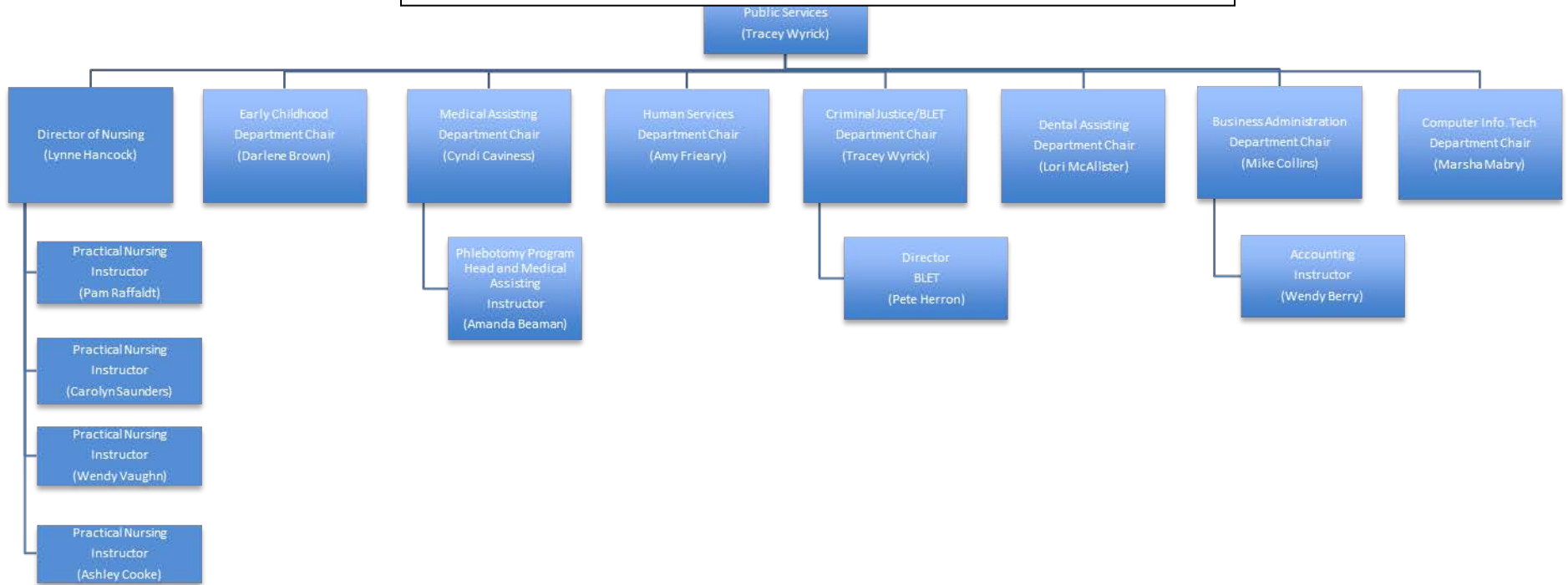


# Instruction (Continuing Education)



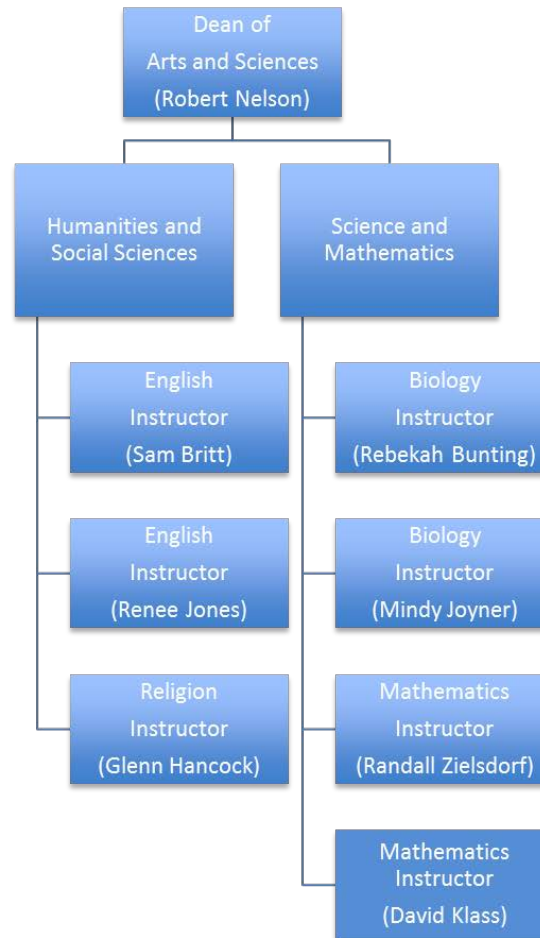
# Instruction (Public Services)

Organizational Chart  
Final Version



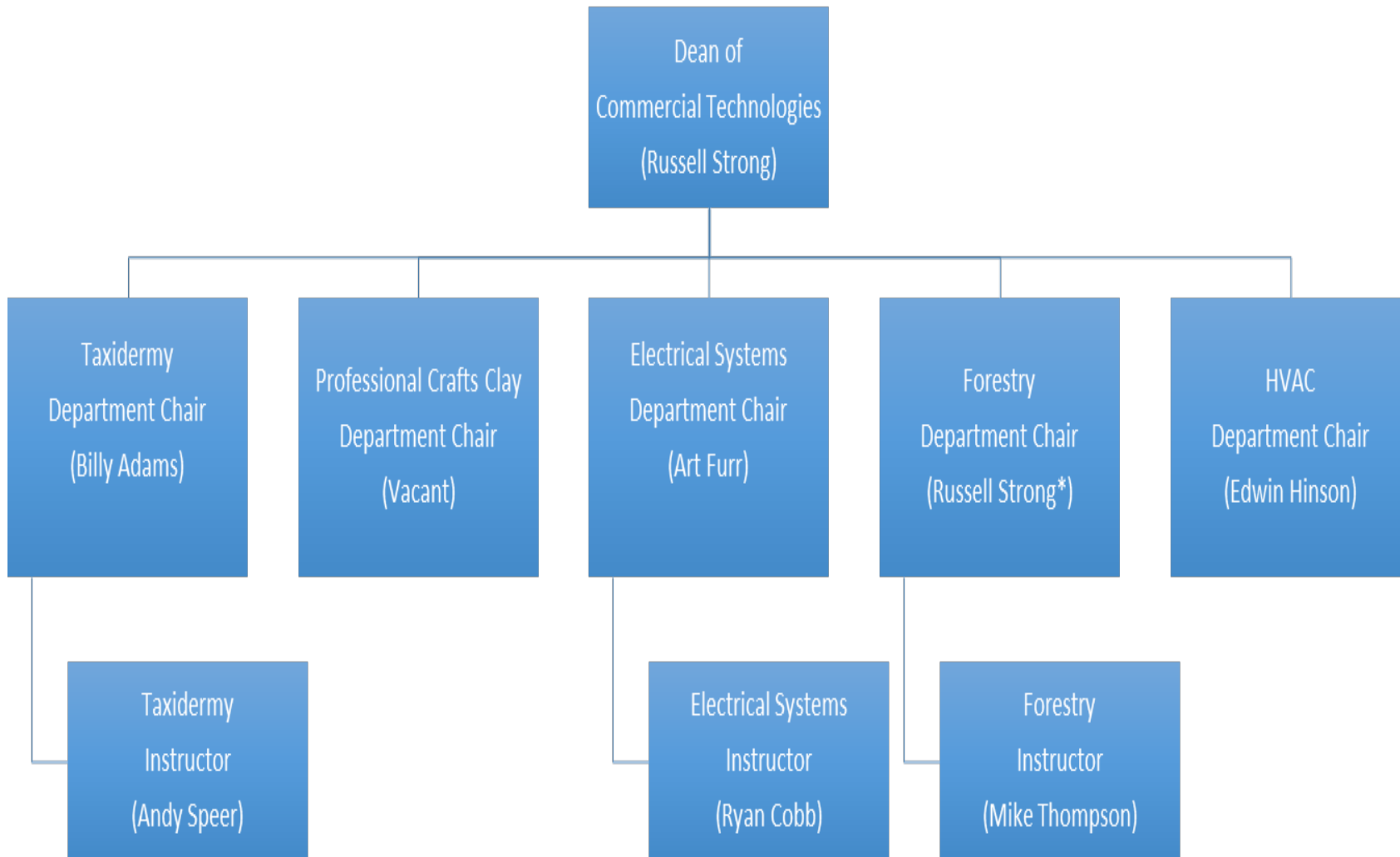
# Instruction (Arts and Sciences)

Organizational Chart  
Final version



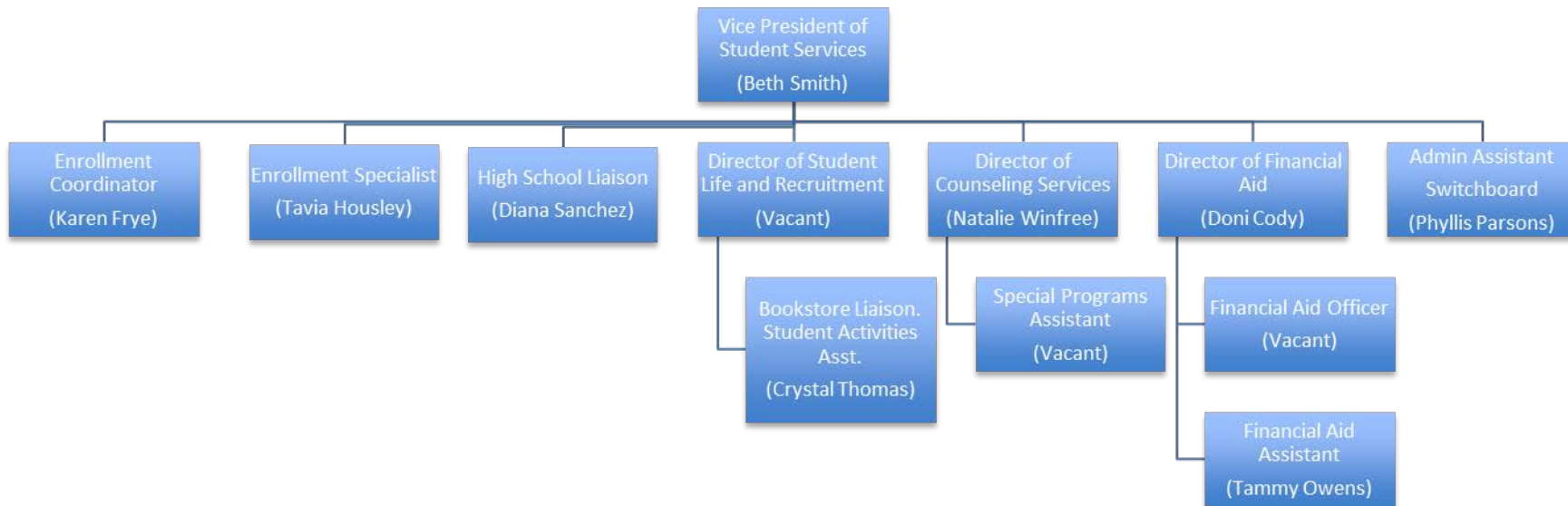
# Instruction (Commercial Tech.)

Organizational Chart  
Final version



# Vice President of Student Services

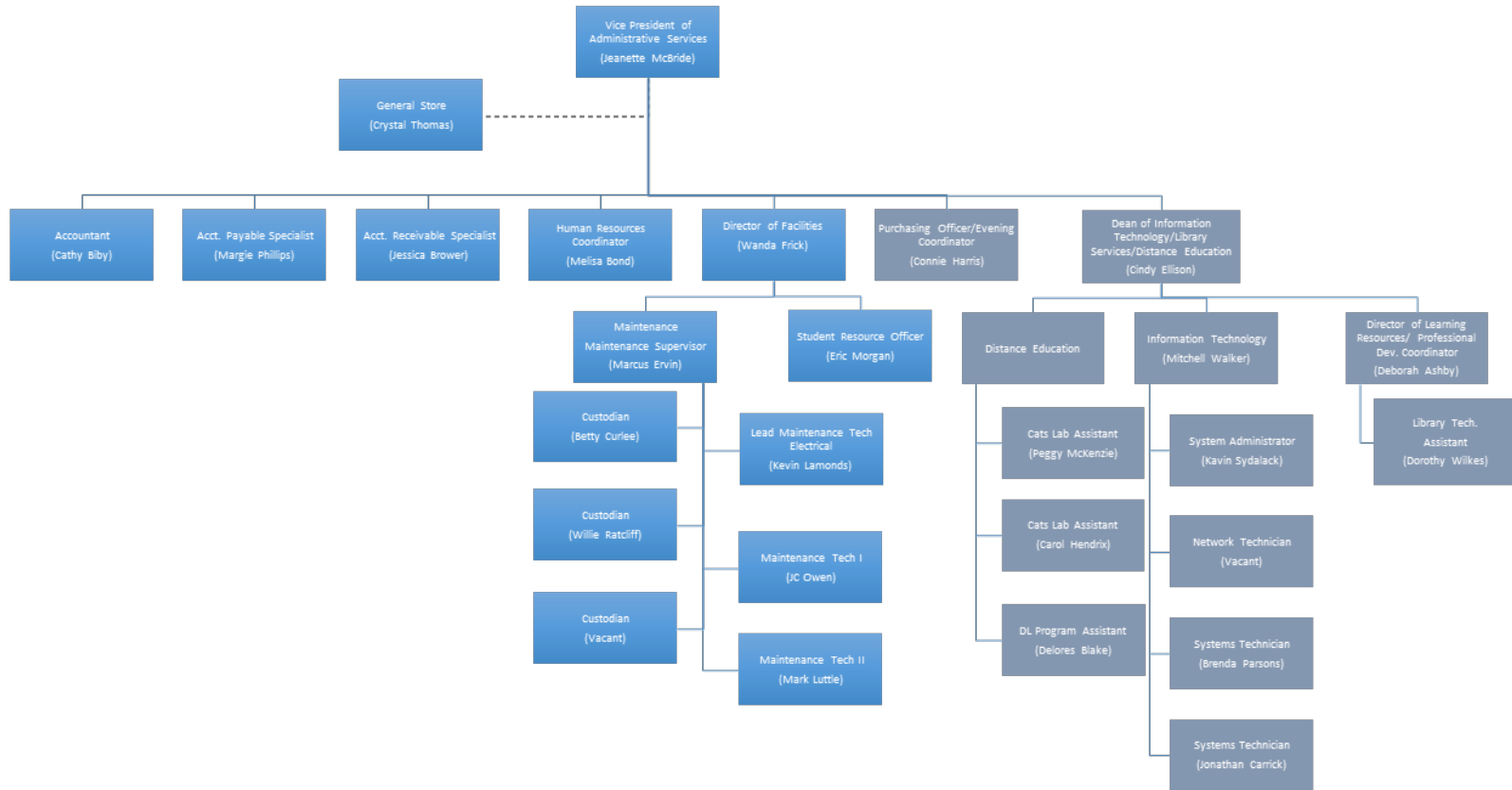
Organizational Chart  
Final version





# Vice President of Administrative Services

Organizational Chart  
Final Chart



**200.00 ADMINISTRATION**

**205201.00 Organizational Chart**

**Administration**

**X**

Style Definition: Heading 8

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**200.00 ADMINISTRATION**

Final version

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**206.00 Organizational Chart**

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**206.00 Organizational Chart** Moved to

Section 300.00 PERSONNEL

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## **206.00 Awards and Recognitions**

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### **206.01 Emeritus Status**

#### **Emeritus Status**

In recognition of outstanding commitment and service to Montgomery Community College, the Board of Trustees may, at its discretion, grant emeritus status to one of its past members, a past member of the Montgomery Community College Foundation Board, or a past employee of the college. This award may be presented posthumously.

#### **Procedure for Granting Former Trustee or Foundation Board Member Emeritus Status**

A former Trustee or Foundation Board Member of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be nominated by a current member of the Trustees, routed through the Office of the President. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

#### **Procedure for Granting Former Employee Emeritus Status**

A former employee of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

#### **Qualifications for Nomination of Emeritus Status**

1. The candidate has served as a Board Member or Employee of Montgomery Community College for at least 15 cumulative years.
2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.
4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

## **Privileges**

Individuals granted emeritus status may enjoy the following privileges

1. Listed in the College catalog
2. Their name on a plaque honoring individuals with emeritus status
3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Approved January 13, 2016

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## **202.00 Awards and Recognitions**

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### **202.01 Emeritus Status**

#### **Emeritus Status**

In recognition of outstanding commitment and service to Montgomery Community College, the Board of Trustees may, at its discretion, grant emeritus status to one of its past members, a past member of the Montgomery Community College Foundation Board, or a past employee of the college. This award may be presented posthumously.

#### **202.01.01 Procedure for Granting Former Trustee or Foundation Board Member Emeritus Status**

A former Trustee or Foundation Board Member of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be nominated by a current member of the Trustees, routed through the Office of the President. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

#### **202.01.02 Procedure for Granting Former Employee Emeritus Status**

A former employee of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

#### **206.01.03 Qualifications for Nomination of Emeritus Status**

1. The candidate has served as a Board Member or Employee of Montgomery Community College for at least 15 cumulative years.
2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.

4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

| **206.01.04 Privileges**

Individuals granted emeritus status may enjoy the following privileges

1. Listed in the College catalog
2. Their name on a plaque honoring individuals with emeritus status
3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Approved January 13, 2016

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## **202.00 Awards and Recognitions**

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### **202.01 Emeritus Status**

#### **Emeritus Status**

In recognition of outstanding commitment and service to Montgomery Community College, the Board of Trustees may, at its discretion, grant emeritus status to one of its past members, a past member of the Montgomery Community College Foundation Board, or a past employee of the college. This award may be presented posthumously.

#### **202.01.01 Procedure for Granting Former Trustee or Foundation Board Member Emeritus Status**

A former Trustee or Foundation Board Member of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be nominated by a current member of the Trustees, routed through the Office of the President. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

#### **202.01.02 Procedure for Granting Former Employee Emeritus Status**

A former employee of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

#### **206.01.03 Qualifications for Nomination of Emeritus Status**

1. The candidate has served as a Board Member or Employee of Montgomery Community College for at least 15 cumulative years.
2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.



4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

#### **206.01.04 Privileges**

Individuals granted emeritus status may enjoy the following privileges

1. Listed in the College catalog
2. Their name on a plaque honoring individuals with emeritus status
3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Approved January 13, 2016

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## 210.00 Administrative Job Descriptions

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### 210.01 College President

- **REQUIRED QUALIFICATIONS**

1. Master's degree required from an accredited institution; Doctorate preferred
2. Minimum of three years of senior level community college administrative experience or equivalent required; five years preferred
3. Demonstration of innovative and effective post-secondary classroom instructional experience

- **JOB SUMMARY**

The President is the chief executive officer of Montgomery Community College and is directly responsible to the Board of Trustees for its operations in accordance with policies and procedures adopted by the MCC Board of Trustees, the North Carolina State Board of Community Colleges, and the North Carolina Community College System, and Section 155.D of the North Carolina General Statutes.

The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of highest quality in accordance with the policies set forth by the North Carolina State Board of Community Colleges, the North Carolina Community College System, and the Montgomery Community College Board of Trustees.

- **JOB REQUIREMENTS**

1. Maintain Board of Trustees relationship including, but not limited to:
  - a. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.
  - b. Submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.
  - c. Recommend in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interest of the citizens of Montgomery County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.
    - i. Organized curricula for the preparations of technicians.
    - ii. Courses and curricula in vocational, trade and technical specialty areas.
    - iii. Courses and programs in general adult education.
  - d. Advise the committees at the request of the Chairman of the Committee.

- e. Advise the Board on the financial and budgetary needs of the College and recommend items to be included in the current expense budget and the capital outlay budget; and, participate in the development of sources of funding.
- f. Serve as secretary to the Board of Trustees (if so designated).
2. Effectively staff the College and fulfill its mission.
3. Develop and provide educational programs in conformity with the philosophy and policies of the State Board of Community College, North Carolina Community College System, and the MCC Board of Trustees.
4. Participate in long-range and short-range planning processes.
5. Assess the building and equipment needs of the College; approve the acquisition of equipment and the efficient utilization of space; and review, update and implement the facility master plan.
6. Be responsible for all administrative and managerial aspects of the development and operation of the College.
7. Appoint lay-advisory committees for particular programs of the college where needed.
8. Promote and encourage support of the College from the private sector including nonprofit organizations.
9. Be the chief spokesman for the College in handling all information and in representing the College to external agencies. In this regard, the President will ensure that an effective program of public information is presented throughout the College's service area on a regular basis.
10. Maintain liaison with boards of education, county commissioners, regional councils of government, businesses and industries, local agencies and groups, the North Carolina Community College System, and state and federal agencies; and serve on appropriate civic and service boards. Maintain positive visibility in the community.
11. Serve as secretary to the MCC Foundation Board of Directors.
12. Ensure that the College, through its private fund-raising efforts, maintains a margin of excellence in its ability to aid students and to contribute to institutional improvement.
13. Discharge any other functions which the Board may delegate to him/her.

## **EOE**

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

## 210.02 Vice President of Instruction

- **MINIMUM QUALIFICATIONS**

Master's Degree in curriculum, administration or related area. Community College experience and demonstrated commitment to the mission of the North Carolina Community College System. A minimum of five (5) years successful college administrative experience including management of fiscal and human resources, curriculum development and evaluation, and strategic planning.

- **JOB REQUIREMENTS**

The Vice President of Instruction serves as administrator for curriculum and continuing education programs, distance learning, and learning resources and ensures that all programs, services, and activities are supportive of the purpose and mission of the College. The position ensures that all curriculum and continuing education programs are in compliance with state standards and that all records and reports are kept in accordance with local, state, and federal guidelines.

The Vice President will facilitate the development and implementation of planning strategies for all areas within the division, assuming overall responsibility for equipment, personnel, supplies, and materials requested through such planning. The Vice President will recommend budget line-item funding and will ensure, with input from division faculty and staff, that requisitions are within budget balances. The position is responsible for meeting all SACSCOC criteria for current programs.

The Vice President will recommend to the President all full- and part-time personnel for the division and will ensure appropriate orientation is provided to all new employees. The Vice President will also ensure that policies, procedures, and regulations in the MCC Policy and Procedures Manual are carried out by employees in the division.

The position is responsible for playing a pro-active role in determining programming needs, services, and activities based on service area input and identified needs. The position also oversees feasibility studies for new programs ensuring appropriate approval processes on the local and system office levels. It will also ensure that program evaluation and revitalization (including instructional enhancements) efforts occur in a timely fashion. The Vice President will ensure that distance learning opportunities are available to students.

The Vice President will encourage and provide leadership for faculty and divisional staff members to participate in appropriate professional development activities. The position will assure adequate participation by faculty in student advising and registration and will assure divisional participation in recruiting efforts for the College.

The Vice President will facilitate proper supervision and compliance with all laws, regulations, and policies that pertain to the division and its various programs and services. As part of this compliance, the position will monitor all reports, data, and other information of the division and facilitate the accuracy and timeliness in reporting.

The Vice President will recommend to the President individuals to serve on advisory committees for the division and ensure committees are representative of the demographics of the service area. Working in concert with the President, the Vice President will provide leadership for the college in setting a standard of excellence in all instructional and learning resources programs.

The Vice President will perform other duties related to the needs of the college as assigned by the President.

- **DIFFICULTY OF WORK**

Work is not repetitive, but is constantly changing and related to new and innovative instructional models, emerging technologies, assessed needs, interests and expectations of the service area. The Vice President must have excellent leadership management, budgetary skills and must keep abreast of a wide variety of program guidelines and regulations.

- **RESPONSIBILITIES**

The Vice President of Instruction is the Chief Academic Officer and reports directly to the President. The Vice President is responsible for providing leadership and vision to all academic programs, continuing education programs and learning resource services for the college.

**V. PERSONAL RELATIONSHIPS**

The Vice President must be thoroughly familiar with college areas, programs, services, personnel and students as well as external agencies involved in the college's activities and operations. He/she must also understand service area, demographics and workforce development needs. He/she must be visionary, creative, energetic, outgoing and work well with people. He/she must communicate effectively internally and externally with personnel, divisions, agencies and organizations.

**VI. POSITION EVALUATION**

This position is evaluated annually by the College President and Division Chairs/Directors according to the Montgomery Community College Personnel Evaluation Policy.

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

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

### **EOE**

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

## **210.03 Vice President of Administrative Services**

### **I. QUALIFICATIONS**

Bachelor's Degree in Business Administration, accounting, or related field, proven communication, organizational, leadership and budget management skills are required. Three years documented experience in higher education administration or comparable experience and fund accounting required. Master's degree and facility management experience preferred.

### **II. JOB REQUIREMENTS**

This senior executive reports directly to the President and has full responsibility for business related services including budgeting, business policies and procedures, payroll, general accounting and auditing, and cashiering. In addition the Vice President is responsible for facilities planning, physical plant, purchasing, security, safety, information technology and the college store. The Vice President serves as a member of the President's Cabinet and the Foundation Board of Directors. He/she also participates in Board of Trustees meetings. Additionally, experience with strategic planning and continuous quality improvement is necessary. A general knowledge of the policies, laws, and general statutes governing North Carolina Community Colleges is preferred but not required. Must possess the ability to interpret and apply state and federal laws and regulations governing financial procedures.

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

The Vice President must possess vision, energy and a rich combination of experience and personal qualities to support the development of a high-quality community college. He/She will ensure that business transactions and support services meet college short and long term goals and objectives. Additionally the Vice President is expected to participate in the college's continuous planning process and improvement efforts.

### **IV. RESPONSIBILITY**

The Vice President is responsible for the planning, supervision, evaluation and continuous improvement of financial and administrative services, facilities and the college store. In this role, the Vice President will:

- Work closely with and advise the President
- Serve as a member of the President's Cabinet
- Supervise the accountant and other professional, clerical and maintenance staff
- Research and prepare policies and procedures necessary for the financial operation the college
- Prepare annual budget requests and financial reports required by the President, Board of Trustees, and state and federal authorities
- Oversee expenditure of funds, including the implementation of polices and guidelines for a variety of public and private funding sources

## Current Policy

- Approve all contracts for services and purchase requests according to established procedures
- Project and monitor payroll expenses
- Act as liaison with and respond to state, federal and independent auditors
- Oversee security, janitorial and other contracted services
- Plan and prioritize capital improvement projects including development, bid specification and contractor negotiation and supervision of construction
- Act as liaison with college counsel on legal issues pertaining to liability, accidents, injuries and contracts
- Oversee auxiliary enterprises including the college store

**V. PERSONAL RELATIONSHIPS**

The Vice President must possess the ability to create a positive working environment within the division as well as service-oriented relationships with faculty, staff, and administration. He/she must also work with local, regional and state officials.

**VI. POSITION EVALUATION**

The college President evaluates this position annually according to the Montgomery Community College Personnel Evaluation Policy.

**VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT**

Each applicant must complete or have forwarded:

- A. Application for employment;
- B. Academic transcripts;
- C. Three letters of reference;
- D. Contract for employment;
- E. Salary authorization form;
- F. Employee staff information form;
- G. Health insurance application;
- H. Employment eligibility verification form;
- I. Work experience verifications.

**EOE**

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



## 210.04 Vice President of Student Services

The Vice President of Student Services is a senior-level administrative position under the direct supervision of the President.

### I. MINIMUM QUALIFICATIONS

- Master's degree in Business Administration or Student Services-related field from an accredited institution
- 3-5 years experience with Student Services-related activities to include recruiting, admissions, registration, financial aid, counseling, academic and career development, marketing, and advertising, and public relations activities.
- Experience and/or knowledge of the North Carolina Community College System, Planning and Institutional Effectiveness processes, and budgeting processes
- Computer skills: must be adept at data entry and retrieval, MS Office, and Word programs
- Excellent supervision, management, leadership and public relations skills

### II. JOB REQUIREMENTS

- Supervising and monitoring information and reception services to ensure positive impressions of the college
- Maintaining convenient hours of operation for information and reception services for clients of the college
- Monitoring delivery of information to ensure execution in a prompt, client-sensitive manner
- Evaluating recruiting activities to suit a range of prospective target populations (adult, transfer, minority, and special needs students, etc.)
- Promoting interfacing and communication within Student Services, with other divisions at the College, and with clients of the College
- Gathering and sharing data with staff members; other divisions; administration; local, state, and federal agencies in useful or mandated formats
- Gathering and sharing information regarding numbers, quality and special needs of students so that the institution can deliver on its promises
- Cooperating with administration and designated marketing and advertising staff members to assist in evaluating and responding to trends that affect student enrollment
- Communicating identified needs of clients institution-wide for appropriate response
- Communicating identified institutional shortcomings and weaknesses to those responsible for improvement
- Assisting with development of collaborative partnerships with other educational institutions, agencies, and with businesses and industries
- Supervising the correspondence flow to prospective students, community groups, business and industry, counselors, parents and others served by the College
- Assisting with development of an annual *Recruiting Plan* designed to encourage and inspire prospective students to enroll at the College

- Assisting with development of general brochures, pamphlets, and publications for recruiting and information purposes
- Supervising and monitoring recruiting and retention activities
- Determining dominant buying motives (true decisive issues) for our students
- Conducting periodical environmental scans and evaluating internal and external factors that affect enrollment at the College
- Assisting with evaluation of assessment testing processes and instruments and other measures of student progress to ensure that student goals can be met

#### **Academic, Personal and Financial Aid Counseling:**

- Providing a well-rounded array of academic, personal, and financial aid counseling services
- Assisting administration in determining if institutional promises are being met
- Assisting in development of processes which gauge satisfaction levels of student clients with College services

#### **Internal Data Processing:**

- Providing opportunities for training and feedback of support staff in data gathering processes
- Evaluating annually the data collected for reporting purposes and methods used
- Ensuring that data and information are retrievable quickly by those in contact with prospects in person or by telephone
- Evaluating methods utilized in data gathering from clients to realize measurable gains relating to customer-sensitive issues

#### **Budget Development and Allocation:**

- Soliciting input from staff members concerning local and state budgetary needs
- Designing a realistic Local Budget and State Budget to adequately meet the needs of the Division
- Assisting Student Services staff members with development of Financial Aid, Career Center, Recruiting, and General Student Services budgets to adequately meet the needs of each of these areas ensuring that are designed to effectively attract and retain students.

#### **Institutional Quality:**

- Ensuring that staff in the division who deliver information and services share the College's definition of quality
- Ensuring that staff members communicate a focus on quality from the client point of view
- Researching, evaluating and monitoring enrollment trends
- Developing a written long-range plan for the division which takes into account the North Carolina Community College System and College planning assumptions, as well as SACSCOC criteria and information from other appropriate sources, and which includes measurable goals, objectives, actions or activities to accomplish those objectives and a comprehensive evaluation which is indicative of both measures of results and how the results are being used to enhance the programs and services of the division

- Directing and supervising activities and providing guidance and assistance to the Student Services Staff concerning information and reception services; recruiting activities; admissions activities, counseling services, financial assistance services, retention activities; job placement and career planning activities, reporting functions, enrollment and graduation functions and other job functions

**Miscellaneous Requirements:**

- Supervising the implementation of internal and external policies as they pertain to Student Services activities
- Coordinating arrangements for the annual curriculum graduation ceremony
- Promoting professional development and networking opportunities for Student Services staff members
- Participating in meetings, workshops, seminars, etc.
- Participating in community functions and events as a representative of the College
- Serving as liaison between Student Services staff members and administration
- Serving as a member of the President's Administrative Cabinet and other teams as assigned by the President.

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

This position requires an individual who is able to serve the college and its constituents both as team player and as a coach to ensure that the college accomplishes its vision, mission, and goals. Additionally, the position requires a working knowledge of technology and the many avenues for which it provides for student success. The biggest challenge for this position lies in acquiring adequate resources and developing comprehensive programs that ensure the highest quality of student support services are offered to students.

### **IV. RESPONSIBILITY**

The Vice President of Student Services is expected to be thoroughly familiar with all policies and procedures that govern the Student Services Division and with its many programs and services. Additionally, this position carries with it the responsibility of ensuring that all student support services are offered in a manner that is in compliance with local, state, and federal regulations and guidelines. The Vice President is also responsible for making certain that the division's objectives are related to the college's goals and that these objectives ensure student success and goal completion and that all student support services offered are of the highest quality.

### **V. PERSONAL RELATIONSHIPS**

The scope of personal relationships associated with this position are very broadbased and include establishing and nurturing both internal and external relationships that benefit the students, staff and faculty, and the college community. The Vice President of Student Services must demonstrate the ability to work with a variety of personality styles displayed

by constituents to ensure that college goals are met while attempting to maintain harmonious relationships within the Division, with the college environment, and within the community.

**VI. POSITION EVALUATION**

The President evaluates this position annually in accordance with the MCC Personnel Evaluation Policy.

**VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT**

Application for employment  
Academic transcripts from all schools attended  
Three letters of reference  
Prior State Service Form  
I-9 Citizenship Verification Form  
Federal and State Tax Withholding Forms

**EOE**

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

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## ~~210203.00~~ Administrative Job Descriptions

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### ~~210.01~~ College President ————— Committees

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● ~~REQUIRED QUALIFICATIONS~~

- ~~1. Master's degree required from an accredited institution; Doctorate preferred~~
- ~~2. Minimum of three years of senior level community college administrative experience or equivalent required; five years preferred~~
- ~~3. Demonstration of innovative and effective post-secondary classroom instructional experience~~

● ~~JOB SUMMARY~~

~~The President is the chief executive officer of Montgomery Community College and is directly responsible to the Board of Trustees for its operations in accordance with policies and procedures adopted by the MCC Board of Trustees, the North Carolina State Board of Community Colleges, and the North Carolina Community College System, and Section 155.D of the North Carolina General Statutes.~~

~~The President administration shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of highest quality in accordance with the policies set forth by the North Carolina State Board of Community Colleges, the North Carolina Community College System, and the Montgomery Community College Board of Trustees.~~

● ~~JOB REQUIREMENTS~~

- ~~1. Maintain Board of Trustees relationship including, but not limited to:
  - ~~a. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.~~
  - ~~b. Submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.~~
  - ~~c. Recommend in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interest of the citizens of Montgomery County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.
    - ~~i. Organized curricula for the preparations of technicians.~~
    - ~~ii. Courses and curricula in vocational, trade and technical specialty areas.~~
    - ~~iii. Courses and programs in general adult education.~~~~
  - ~~d. Advise the appoint standing and adhoc committees at the request of the Chairman of the Committee.~~~~

- ~~e. Advise the Board on the financial and budgetary needs of the College and recommend items to be included in the current expense budget and the capital outlay budget; and, participate in the development of sources of funding.~~
- ~~f. Serve as secretary to the Board of Trustees (if so designated).~~
- ~~2. Effectively staff the College and fulfill its mission.~~
- ~~3. Develop and provide educational programs in conformity with the philosophy and policies of the State Board of Community College, North Carolina Community College System, and the MCC Board of Trustees.~~
- ~~4. Participate in long range and short range planning processes.~~
- ~~5. Assess the building and equipment needs of the College; approve the acquisition of equipment and the efficient utilization of space; and review, update and implement the facility master plan.~~
- ~~6. Be responsible for all administrative and managerial aspects of the development and operation of the College.~~
- ~~7. Appoint lay advisory committees for particular programs of the college where needed.~~
- ~~8. Promote and encourage support of the College from the private sector including nonprofit organizations.~~
- ~~9. Be the chief spokesman for the College in handling all information and in representing the College to external agencies. In this regard, the President will ensure that an effective program of public information is presented throughout the College's service area on a regular basis.~~
- ~~10. Maintain liaison with boards of education, county commissioners, regional councils of government, businesses and industries, local agencies and groups, the North Carolina Community College System, and state and federal agencies; and serve on as appropriate civic and service boards. Maintain positive visibility in the community.~~
- ~~11. Serve as secretary to the MCC Foundation Board of Directors.~~
- ~~12. Ensure that the College, through its private fund raising efforts, maintains a margin of excellence in its ability to aid students and to contribute to institutional improvement.~~
- ~~13. Discharge any other functions which the Board may delegate to him/her.~~

## **EOE**

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

## ~~210.02 Vice President of Instruction~~

### ~~• MINIMUM QUALIFICATIONS~~

~~Master's Degree in curriculum, administration or related area. Community College experience and demonstrated commitment to meet the mission of the North Carolina Community College System. A minimum of five (5) years successful and goals of the college administrative experience including management of fiscal and human resources, curriculum development and evaluation, and strategic planning.~~

### ~~• JOB REQUIREMENTS~~

~~The Vice President of Instruction serves as administrator for curriculum and continuing education programs, distance learning, and learning resources and ensures that all programs, services, and activities are supportive of the purpose and mission of the College. The position ensures that all curriculum and continuing education programs are in compliance with state standards and that all records and reports are kept in accordance with local, state, and federal guidelines.~~

~~The Vice President will facilitate the development and implementation of planning strategies for all areas within the division, assuming overall responsibility for equipment, personnel, supplies, and materials requested through such planning. The Vice President will recommend budget line item funding and will ensure, with input from division faculty and staff, that requisitions are within budget balances. The position is responsible for meeting all SACSCOC criteria for current programs.~~

~~The Vice President will recommend to the President all full and part-time personnel for the division and will ensure appropriate orientation is provided to all new employees. The Vice President will also ensure that policies, procedures, and regulations in the MCC Policy and Procedures Manual are carried out by employees in the division.~~

~~The position is responsible for playing a pro-active role in determining programming needs, services, and activities based on service area input and identified needs. The position also oversees feasibility studies for new programs ensuring appropriate approval processes on the local and system office levels. It will also ensure that program evaluation and revitalization (including instructional enhancements) efforts occur in a timely fashion. The Vice President will ensure that distance learning opportunities are available to students.~~

~~The Vice President will encourage and provide leadership for faculty and divisional staff members to participate in appropriate professional development activities. The position will assure adequate participation by faculty in student advising and registration and will assure divisional participation in recruiting efforts for the College.~~

The Vice President will facilitate proper supervision and compliance with all laws, regulations, and policies that pertain to the division and its various programs and services. As part of this compliance, the position will monitor all reports, data, and other information of the division and facilitate the accuracy and timeliness in reporting.

The Vice President will recommend to the President individuals to serve on advisory committees for the division and ensure committees are representative of the demographics of the service area. Working in concert with the President, the Vice President will provide leadership for the college in setting a standard of excellence in all instructional and learning resources programs.

The Vice President will perform other duties related to the needs of the college as assigned by the President.

#### ● ~~DIFFICULTY OF WORK~~

~~Work is not repetitive, but is constantly changing and related to new and innovative instructional models, emerging technologies, assessed needs, interests and expectations of the service area. The Vice President must have excellent leadership management, budgetary skills and must keep abreast of a wide variety of program guidelines and regulations.~~

#### ● ~~RESPONSIBILITIES~~

~~The Vice President of Instruction is the Chief Academic Officer and reports directly to the President. The Vice President is responsible for providing leadership and vision to all academic programs, continuing education programs and learning resource services for the college.~~

#### ~~V. PERSONAL RELATIONSHIPS~~

~~The Vice President must be thoroughly familiar with college areas, programs, services, personnel and students as well as external agencies involved in the college's activities and operations. He/she must also understand service area, demographics and workforce development needs. He/she must be visionary, creative, energetic, outgoing and work well with people. He/she must communicate effectively internally and externally with personnel, divisions, agencies and organizations.~~

#### ~~VI. POSITION EVALUATION~~

~~This position is evaluated annually by the College President and Division Chairs/Directors according to the Montgomery Community College Personnel Evaluation Policy.~~



**~~VII. PROCEDURE REQUIREMENTS FOR EMPLOYMENT~~**

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

**~~EOE~~**

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

## ~~210.03 Vice President of Administrative Services~~

### ~~I. QUALIFICATIONS~~

~~Bachelor's Degree in Business Administration, accounting, or related field, proven communication, organizational, leadership and budget management skills are required. Three years documented experience in higher education administration or comparable experience and fund accounting required. Master's degree and facility management experience preferred.~~

### ~~II. JOB REQUIREMENTS~~

~~This senior executive reports directly to the President and has full responsibility for business related services including budgeting, business policies and procedures, payroll, general accounting and auditing, and cashiering. In addition the Vice President is responsible for facilities planning, physical plant, purchasing, security, safety, information technology and the college store. The Vice President serves as a member of the President's Cabinet and the Foundation Board of Directors. He/she also participates in Board of Trustees meetings. Additionally, experience with strategic planning and continuous quality improvement is necessary. A general knowledge of the policies, laws, and general statutes governing North Carolina Community Colleges is preferred but not required. Must possess the ability to interpret and apply state and federal laws and regulations governing financial procedures.~~

### ~~III. DIFFICULTY OF WORK~~

~~The Vice President must possess vision, energy and a rich combination of experience and personal qualities to support the development of a high-quality community college. He/She will ensure that business transactions and support services meet college short and long term goals and objectives. Additionally the Vice President is expected to participate in the college's continuous planning process and improvement efforts.~~

### ~~IV. RESPONSIBILITY~~

~~The Vice President is responsible for the planning, supervision, evaluation and continuous improvement of financial and administrative services, facilities and the college store. In this role, the Vice President will:~~

- ~~• Work closely with and advise the President~~
- ~~• Serve as a member of the President's Cabinet~~
- ~~• Supervise the accountant and other professional, clerical and maintenance staff~~
- ~~• Research and prepare policies and procedures necessary for the financial operation the college~~
- ~~• Prepare annual budget requests and financial reports required by the President, Board of Trustees, and state and federal authorities~~
- ~~• Oversee expenditure of funds, including the implementation of polices and guidelines for a variety of public and private funding sources~~

- ~~• Approve all contracts for services and purchase requests according to established procedures~~
- ~~• Project and monitor payroll expenses~~
- ~~• Act as liaison with and respond to state, federal and independent auditors~~
- ~~• Oversee security, janitorial and other contracted services~~
- ~~• Plan and prioritize capital improvement projects including development, bid specification and contractor negotiation and supervision of construction~~
- ~~• Act as liaison with college counsel on legal issues pertaining to liability, accidents, injuries and contracts~~
- ~~• Oversee auxiliary enterprises including the college store~~

#### **~~V. PERSONAL RELATIONSHIPS~~**

~~The Vice President must possess the ability to create a positive working environment within the division as well as service-oriented relationships with faculty, staff, and administration. He/she must also work with local, regional and state officials.~~

#### **~~VI. POSITION EVALUATION~~**

~~The college President evaluates this position annually according to the Montgomery Community College Personnel Evaluation Policy.~~

#### **~~VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT~~**

~~Each applicant must complete or have forwarded:~~

- ~~A. Application for employment;~~
- ~~B. Academic transcripts;~~
- ~~C. Three letters of reference;~~
- ~~D. Contract for employment;~~
- ~~E. Salary authorization form;~~
- ~~F. Employee staff information form;~~
- ~~G. Health insurance application;~~
- ~~H. Employment eligibility verification form;~~
- ~~I. Work experience verifications.~~

#### **~~EOE~~**

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

## ~~210.04 Vice President of Student Services~~

~~The Vice President of Student Services is a senior level administrative position under the direct supervision of the President.~~

### ~~I. MINIMUM QUALIFICATIONS~~

- ~~• Master's degree in Business Administration or Student Services-related field from an accredited institution~~
- ~~• 3-5 years experience with Student Services-related activities to include recruiting, admissions, registration, financial aid, counseling, academic and career development, marketing, and advertising, and public relations activities.~~
- ~~• Experience and/or knowledge of the North Carolina Community College System, Planning and Institutional Effectiveness processes, and budgeting processes~~
- ~~• Computer skills: must be adept at data entry and retrieval, MS Office, and Word programs~~
- ~~• Excellent supervision, management, leadership and public relations skills~~

### ~~II. JOB REQUIREMENTS~~

- ~~• Supervising and monitoring information and reception services to ensure positive impressions of the college~~
- ~~• Maintaining convenient hours of operation for information and reception services for clients of the college~~
- ~~• Monitoring delivery of information to ensure execution in a prompt, client sensitive manner~~
- ~~• Evaluating recruiting activities to suit a range of prospective target populations (adult, transfer, minority, and special needs students, etc.)~~
- ~~• Promoting interfacing and communication within Student Services, with other divisions at the College, and with clients of the College~~
- ~~• Gathering and sharing data with staff members; other divisions; administration; local, state, and federal agencies in useful or mandated formats~~
- ~~• Gathering and sharing information regarding numbers, quality and special needs of students so that the institution can deliver on its promises~~
- ~~• Cooperating with administration and designated marketing and advertising staff members to assist in evaluating and responding to trends that affect student enrollment~~
- ~~• Communicating identified needs of clients institution-wide for appropriate response~~
- ~~• Communicating identified institutional shortcomings and weaknesses to those responsible for improvement~~
- ~~• Assisting with development of collaborative partnerships with other educational institutions, agencies, and with businesses and industries~~
- ~~• Supervising the correspondence flow to prospective students, community groups, business and industry, counselors, parents and others served by the College~~
- ~~• Assisting with development of an annual *Recruiting Plan* designed to encourage and inspire prospective students to enroll at the College~~
- ~~• Assisting with development of general brochures, pamphlets, and publications for~~

~~recruiting and information purposes~~

- ~~● Supervising and monitoring recruiting and retention activities~~
- ~~● Determining dominant buying motives (true decisive issues) for our students~~
- ~~● Conducting periodical environmental scans and evaluating internal and external factors that affect enrollment at the College~~
- ~~● Assisting with evaluation of assessment testing processes and instruments and other measures of student progress to ensure that student goals can be met~~

~~— **Academic, Personal and Financial Aid Counseling:**~~

- ~~● Providing a well rounded array of academic, personal, and financial aid counseling services~~
- ~~● Assisting administration in determining if institutional promises are being met~~
- ~~● Assisting in development of processes which gauge satisfaction levels of student clients with College services~~

~~— **Internal Data Processing:**~~

- ~~● Providing opportunities for training and feedback of support staff in data gathering processes~~
- ~~● Evaluating annually the data collected for reporting purposes and methods used~~
- ~~● Ensuring that data and information are retrievable quickly by those in contact with prospects in person or by telephone~~
- ~~● Evaluating methods utilized in data gathering from clients to realize measurable gains relating to customer sensitive issues~~

~~— **Budget Development and Allocation:**~~

- ~~● Soliciting input from staff members concerning local and state budgetary needs~~
- ~~● Designing a realistic Local Budget and State Budget to adequately meet the needs of the Division~~
- ~~● Assisting Student Services staff members with development of Financial Aid, Career Center, Recruiting, and General Student Services budgets to adequately meet the needs of each of these areas ensuring that are designed to effectively attract and retain students.~~

~~— **Institutional Quality:**~~

- ~~● Ensuring that staff in the division who deliver information and services share the College's definition of quality~~
- ~~● Ensuring that staff members communicate a focus on quality from the client point of view~~
- ~~● Researching, evaluating and monitoring enrollment trends~~
- ~~● Developing a written long range plan for the division which takes into account the North Carolina Community College System and College planning assumptions, as well as SACSCOC criteria and information from other appropriate sources, and which includes measurable goals, objectives, actions or activities to accomplish those objectives and a comprehensive evaluation which is indicative of both measures of results and how the results are being used to enhance the programs and services of the division~~
- ~~● Directing and supervising activities and providing guidance and assistance to the Student Services Staff concerning information and reception services; recruiting activities;~~

~~admissions activities, counseling services, financial assistance services, retention activities; job placement and career planning activities, reporting functions, enrollment and graduation functions and other job functions~~

~~**Miscellaneous Requirements:**~~

- ~~• Supervising the implementation of internal and external policies as they pertain to Student Services activities~~
- ~~• Coordinating arrangements for the annual curriculum graduation ceremony~~
- ~~• Promoting professional development and networking opportunities for Student Services staff members~~
- ~~• Participating in meetings, workshops, seminars, etc.~~
- ~~• Participating in community functions and events as a representative of the College~~
- ~~• Serving as liaison between Student Services staff members and administration~~
- ~~• Serving as a member of the President's Administrative Cabinet and other teams as assigned by the President.~~

~~**III. DIFFICULTY OF WORK**~~

~~— This position requires an individual who is able to serve the college and its constituents both as team player and as a coach to ensure that the college accomplishes its vision, mission, and goals. Additionally, the position requires a working knowledge of technology and the many avenues for which it provides for student success. The biggest challenge for this position lies in acquiring adequate resources and developing comprehensive programs that ensure the highest quality of student support services are offered to students.~~

~~**IV. RESPONSIBILITY**~~

~~— The Vice President of Student Services is expected to be thoroughly familiar with all policies and procedures that govern the Student Services Division and with its many programs and services. Additionally, this position carries with it the responsibility of ensuring that all student support services are offered in a manner that is in compliance with local, state, and federal regulations and guidelines. The Vice President is also responsible for making certain that the division's objectives are related to the college's goals and that these objectives ensure student success and goal completion and that all student support services offered are of the highest quality.~~

~~**V. PERSONAL RELATIONSHIPS**~~

~~The scope of personal relationships associated with this position are very broadbased and include establishing and nurturing both internal and external relationships that benefit the students, staff and faculty, and the college community. The Vice President of Student Services must demonstrate the ability to work with a variety of personality styles displayed by constituents to ensure that college goals are met while attempting to maintain harmonious relationships within the Division, with the college environment, and within the community.~~

**~~VI. POSITION EVALUATION~~**

~~The President evaluates this position annually in accordance with the MCC Personnel Evaluation Policy.~~

**~~VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT~~**

~~Application for employment  
Academic transcripts from all schools attended  
Three letters of reference  
Prior State Service Form  
I-9 Citizenship Verification Form  
Federal and State Tax Withholding Forms~~

**~~EOE~~**

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

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## **220.00 Councils, Teams and Professional Learning Communities**

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Each team at Montgomery Community College is responsible for ensuring that its activities are in keeping with the College's goals and planning objectives. To that end, it is imperative that each team review these items in the annual Institutional Effectiveness Plan and submit proposals and recommendations, etc. that correspond with the College's vision and mission to the President's Administrative Cabinet for approval.

Team activities will be planned annually and funding for activities will be requested through the College's annual budget request process. Additionally, each team is encouraged to investigate grant possibilities for funding of activities.

Team membership: Appointments to each team will be reviewed annually to include a review of minutes and member participation. It is expected that team members will attend all meetings and in the event a member must be absent, a proxy will be sent in his or her absence. Should there be three or more unexcused absences without a proxy, the chairman of that team will advise the College President for review.

### **220.01 Distance Learning Advisory Team**

The purpose of the Distance Learning Advisory Team is to provide ongoing policy, philosophical, procedural and technical support to the Director of Professional Development and Learning Technologies to better reach and serve online education students, the Montgomery community, and to better equip faculty and staff of MCC with the skills necessary to provide successful online instruction. This input will create the backbone for strategic planning and initiatives for the Dean of Education Technology. The Team also serves as the Peer Review Committee for new online courses and for those online courses which have been modified by fifty percent or more.

### **220.02 Diversity & Cultural Activities Team**

The Diversity & Cultural Activities Team's role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College. The Team will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

### **220.03 Faculty Senate**

The Faculty Senate membership shall consist of all faculty. The Senate will meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. Another function of the Faculty Senate shall be to vote upon recommendations presented to it by other teams, councils, etc. at the College. Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request. The Chairman or his/her designee will report the activities of the Faculty Senate to the Board of Trustees as needed. The



Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.

#### **220.04 Financial Aid Team**

The purpose of the Financial Aid Team is to recommend policies and procedures to the President's Administrative Cabinet as they relate to financial aid. This team is charged with:

1. Reviewing current accomplishments in meeting the needs of students
2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

#### **220.05 Hospitality Team**

The Hospitality Team is responsible for planning and carrying out social functions for employees of the College and making recommendations to the President's Administrative Cabinet. The team includes employees from each of the different divisions so that input can be received from throughout the College.

#### **220.06 Instructional & Student Services Team**

The purpose of the Instructional & Student Services Team is to provide an opportunity for faculty and staff members to have input into the programs, procedures and services offered through the Curriculum and Continuing Education divisions at the College. The team is charged with:

1. Providing direction in assuring quality instruction
2. Seeking ways to enhance educational programs
3. Assessing student needs and seeking ways to enhance services to include admissions, registration, career planning, counseling, financial aid, recruiting, placement, and follow-up
4. Evaluating procedures such as course delivery (through traditional and non-traditional delivery modes and scheduling,
5. Reviewing and recommending new courses/programs and program change
6. Assigning Ad Hoc Teams

#### **220.07 Instructional Technology Team**

The purpose of the Instructional Technology Team is to promote a culture of innovation and collaboration within MCC to facilitate creative uses of technology, maximize resources, and ensure that all facets of the organization have adequate and appropriate technology to achieve the vision and mission of the College.

#### **220.08 Library Services Team**

The purpose of the Library Services Team is to periodically review and recommend changes to the Library Services Handbook and procedures, to evaluate and make decisions about any complaints or challenges to library materials, and to make purchasing recommendations in the event a controversy should arise about an item under consideration for purchase. Membership should represent the various academic departments at the College and include a representative from the Student Government Association.

### **220.09 Marketing Team**

The purpose of the Marketing Team is to identify, review and evaluate marketing activities in all instructional programs and support services at the College and to ensure adequate and appropriate marketing activities are being implemented. In addition, the Marketing Team will recommend opportunities for media exposure and public relations activities college-wide.

The Marketing Team is charged with:

1. Identifying trends in the members' areas of professional expertise and making recommendations for marketing efforts in those areas.
2. Providing feedback in assuring quality advertising and public relations services.
3. Recommending specific marketing strategies to the President's Administrative Cabinet for approval.
4. Disseminating marketing information to respective areas of responsibility to ensure consistent implementation of approved marketing strategies college-wide.
5. The team will make recommendations to the President's Administrative Cabinet concerning the marketing of Montgomery Community College and its educational programs.

### **220.10 Institutional Research, Planning, Assessment Council**

The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, institutional effectiveness and marketing. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the College community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College and the standing SGA President. The council is chaired by the Director of Assessment and Institutional Effectiveness. To ensure full participation in the planning process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the Institutional Research, Planning, Assessment Council.

August

2011

### **220.11 President's Administrative Cabinet**

The cabinet serves as an advisory team to the president and may be called upon to assist in formulating policy and in making personnel decisions. Members serve as a forum for new information and proposals and act as a filtering agent for information and proposals going to the Board of Trustees. Members are charged with keeping the cabinet informed of events happening within their divisions, of their activities such as conferences, committee appointments and community involvement, and of any legislative and system office information that is received. Members are also charged with disseminating information from the cabinet meeting to their respective divisions.

### **220.12 Professional Development Team**

The purpose of the Professional Development Team is to provide ongoing research, philosophical, procedural and technical support and feedback to the Director of Professional Development to ensure and promote a variety of professional development activities for faculty and staff at the College, and to better equip faculty of MCC with the skills necessary to provide

successful online instruction and support. This input will create the backbone for strategic planning and initiatives for the Director of Professional Development.

### **220.13 SACS Steering Team**

The purpose of the SACS Steering Team is to review and to ensure compliance with SACS criteria for the areas of institutional effectiveness, faculty, services, and facilities. The team is charged with reviewing the need for any substantive changes and conducting an overall evaluation of compliance.

### **220.14 Safety Team**

The purpose of the Safety Team is to identify safety hazards, bring them to the attention of the appropriate administrator and to follow up to see that the hazard is corrected. The team will conduct periodic safety inspections, fire drills, and other safety checks.

### **220.15 Staff Senate**

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate will meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. Any member of the President's Administrative Cabinet will meet with the staff senate upon request. The chairman or his/her designee will report the activities of the Staff Senate to the Board of Trustees as needed. The chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.

### **220.16 Wellness Team**

The Wellness Team is committed to offering employees opportunities to have better mental and physical health. The team will provide proper fitness techniques, suggestions for healthier eating habits, and also provide avenues of emotional support when needed. The goal is: healthier, happier and more productive employees.

### **220.17 Professional Learning Communities**

A professional learning community (PLC) is a group (8-12) of trans-disciplinary faculty, students and professional staff engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities that provide learning, development, transdisciplinarity, the scholarship of teaching and learning, and community building. A participant in a PLC may select a focus course or project to try out innovations, assess resulting student learning, and prepare a course or project mini-portfolio to show the results; engage in seminars and some retreats; work with student associates; and present project results to the campus and at conferences. Evidence shows that PLCs increase faculty interest in teaching and learning and provide safety and support for faculty to investigate, attempt, assess, and adopt new (to them) methods.

2011-2012 PLC's

Academic Standards and Assessment: How Do We Know They Are Learning?

Engagement: Making an Investment Through Engagement

Best Practices: Instruction That Makes Sense

Student Recruitment: Recruitment – Which Way Do We Reach?

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## **220.00 Councils, Teams and Professional Learning Communities**

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~~Each teamcommittee~~ at Montgomery Community College is responsible for ensuring that its activities are in keeping with the College's goals and planning objectives. To that end, it is imperative that each ~~teamcommittee~~ review these items in the annual Institutional Effectiveness Plan and submit proposals and recommendations, etc. that correspond with the College's vision and mission to the President's Administrative Cabinet for approval.

TeamCommittee activities will be planned annually and funding for activities will be requested through the College's annual budget request process. Additionally, each ~~teamcommittee~~ is encouraged to investigate grant possibilities for funding of activities.

### Team203.01.01 Procedure

Committee membership: Appointments ~~to each team~~ will be established on a rotating basis will be reviewed annually to include a review of minutes and member participation. It is expected that ~~teamcommittee~~ members will attend all meetings and in the event a member must be absent, a proxy will be sent in his or her absence. Should there be three or more unexcused absences without a proxy, the chairman of that ~~teamcommittee~~ will advise the College President for review.

### **220.01 Distance Learning Advisory Team**

~~The purpose of the Distance Learning Advisory Team is to provide ongoing policy, philosophical, procedural and technical support to the Director of Professional Development and Learning Technologies to better reach and serve online education students, the Montgomery community, and to better equip faculty and staff of MCC with the skills necessary to provide successful online instruction. This input will create the backbone for strategic planning and initiatives for the Dean of Education Technology. The Team also serves as the Peer Review Committee for new online courses and for those online courses which have been modified by fifty percent or more.~~

## **220.02 Montgomery Community College Standing Committees**

### **Diversity & Cultural Activities TeamCommittee**

The Diversity & Cultural Activities ~~Team's~~ Committee role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College. The ~~Team~~ Committee will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

### **220.03 Faculty Senate**

The Faculty Senate membership shall consist of all faculty. The Senate ~~will~~ is recommended to meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for

discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. ~~Another function of the Faculty Senate shall be to vote upon recommendations presented to it by other teams, councils, etc. at the College. Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request. The Chairman or his/her designee will report the activities of the Faculty Senate to the Board of Trustees as needed. The Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.~~

#### **220.04 Financial Aid Team Committee**

~~The purpose of the Financial Aid Team Committee is to recommend policies and procedures to the President's Administrative Cabinet as they relate to financial aid. This team committee is~~ charged with:

1. Reviewing current accomplishments in meeting the needs of students
2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

#### **220.05 Hospitality Team**

~~The Hospitality Team is responsible for planning and carrying out social functions for employees of the College and making recommendations to the President's Administrative Cabinet. The team includes employees from each of the different divisions so that input can be received from throughout the College.~~

#### **220.06**

#### **Instructional & Student Services Team Committee**

The purpose of the Instructional & Student Services ~~Team Committee~~ is to provide an opportunity for faculty and staff members to have input into the programs, procedures and services offered through the Curriculum and Continuing Education divisions at the College. The ~~team committee~~ is charged with:

1. Providing direction in assuring quality instruction
2. Seeking ways to enhance educational programs
3. Assessing student needs and seeking ways to enhance services to include admissions, registration, career planning, counseling, financial aid, recruiting, placement, and follow-up
4. Evaluating procedures such as course delivery (through traditional and non-traditional delivery modes and scheduling,
5. Reviewing and recommending new courses/programs and program change
6. Assigning Ad Hoc ~~Teams Committees~~

#### **220.07 Instructional Technology Team Information Services Committee**

The purpose of the ~~Instructional Technology Team~~ Information Services Committee is to ~~promote a culture of innovation~~ provide input for the planning and collaboration within MCC to facilitate creative uses of implementation of initiatives in the areas of distance learning, academic technology, maximize and library resources, and ensure that all facets of the organization have adequate and appropriate technology to. To achieve the vision and mission of the College.

### **220.08 Library Services Team**

~~The purpose of the Library Services Team is to periodically college, committee members will provide recommendations on policies/procedures and assist in the evaluation and planning of technology in these areas. Specific tasks may include providing input on the peer review and recommend changes to the Library Services Handbook and procedures, to evaluate and make decisions about any complaints or challenges to process, technology refresh plan, library materials, and to make purchasing recommendations in the event a controversy should arise about an item under consideration for purchase. Membership should represent the various academic departments at the College and include a representative from the Student Government Association/databases and researching viable instructional technologies.~~

### **220.09 Marketing Team Committee**

~~The purpose of the Marketing Team is to identify, review and evaluate Committee is to serve in a planning and advisory capacity to the public information officer to identify and recommend possible marketing opportunities and activities in all instructional programs and support services at the College and to ensure adequate and appropriate based on current research, marketing goals and budget. College marketing will include external as well as internal activities are being that can be implemented. In addition, the Marketing Team will recommend opportunities for media exposure and public relations activities college-wide by all employees to positively promote the MCC brand.~~

~~The Marketing Team is charged with:~~

- ~~1. Identifying trends in the members' areas of professional expertise and making recommendations for marketing efforts in those areas.~~
- ~~2. Providing feedback in assuring quality advertising and public relations services.~~
- ~~3. Recommending specific marketing strategies to the President's Administrative Cabinet for approval.~~
- ~~4. Disseminating marketing information to respective areas of responsibility to ensure consistent implementation of approved marketing strategies college-wide.~~
- ~~5. The team will make recommendations to the President's Administrative Cabinet concerning the marketing of Montgomery Community College and its educational programs.~~

~~220.10 Institutional Research,~~

### **Planning, Assessment Committee**

#### **The purpose of the Planning Council**

~~The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, is to facilitate, monitor, review and support institutional effectiveness and marketing. research, planning and assessment activities in collaboration with faculty and staff to advance the mission of MCC. Planning Council's mission ensures that the College engages in ongoing, systematic and institution-wide evidence-based planning and assessment activities that result in continuous quality improvements and mission and goal accomplishment. All activities of the council are forwarded to the President for review and final approval. - All meetings of the council are open to the College college community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College and the standing SGA President. The council is chaired by the Director of~~

Assessment and Institutional Effectiveness. To To ensure full participation in the planning process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the Institutional Research, Planning, Assessment Council. August 2011 council.

#### **220.11 President's Administrative Cabinet**

The cabinet is comprised of deans and direct reports to the President and serves as an advisory team to the president and may be called upon to assist in formulating policy and in making personnel decisions. Members serve as a forum for new information and proposals and act as a filtering agent for information and proposals going to the Board of Trustees. Members are charged with keeping the cabinet informed of events happening within their divisions, of their activities such as conferences, committee appointments and community involvement, and of any legislative and system office information that is received. Members are also charged with disseminating information from the cabinet meeting to their respective divisions.

#### **220.12 Professional Development Team Committee**

The purpose of the Professional Development Team Committee is to provide ongoing research, philosophical, procedural and technical support and feedback to the Director of Professional Development to ensure and promote a variety of professional development activities for faculty and staff at all employees of the College, and to better equip faculty of MCC. It is responsible for providing opportunities for growth with the skills necessary to provide successful online instruction and support.ultimate goal of improvement of the educational process. This input committee will create make recommendations to the backbone for strategic planning and initiatives for the Director of Professional Development Cabinet for changes in the professional development arena.

#### **220.13 SACS Steering Team**

The purpose of the SACS Steering Team is to review and to ensure compliance with SACS criteria for the areas of institutional effectiveness, faculty, services, and facilities. The team is charged with reviewing the need for any substantive changes and conducting an overall evaluation of compliance.

#### **220.14 QEP Implementation Committee**

The purpose of the QEP Implementation Committee is to ensure the initiation, continuation, and completion of QEP activities as identified in the QEP plan. The committee will be responsible for monitoring outcomes of QEP activities and recommend necessary changes to ensure verifiable and documented outcomes data for QEP reporting requirements to SACSCOC.

#### **Safety Team Committee**

The purpose of the Safety Team Committee is to identify safety hazards, bring them to the attention of the appropriate administrator and to follow up to see that the hazard is corrected. The team will conduct periodic safety inspections, fire drills, and other safety checks.

#### **220.15 Staff Senate**

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate **willis recommended** to meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. ~~—Any member of the President's Administrative Cabinet will meet with the staff senate upon request. —The chairman or his/her designee will report the activities of the Staff Senate to the Board of Trustees as needed. —The chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.~~

#### **220.16 Hospitality and Wellness Team Committee**

~~The Hospitality & Wellness Team Committee is committed to offering employees opportunities to have better mental and physical health. The team will provide proper fitness techniques, suggestions responsible for healthier eating habits, planning and also provide avenues of — emotional support when needed. The goal is: healthier, happier carrying out social and more productive wellness functions for employees of the College and making recommendations to the President's Administrative Cabinet. The committee includes employees.~~

#### **220.17 Professional Learning Communities**

~~A professional learning community (PLC) is a group (8-12) from each of trans-disciplinary faculty, students and professional staff engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities the different divisions so that provide learning, development, transdisciplinarity, the scholarship of teaching and learning, and community building. A participant in a PLC may select a focus course or project to try out innovations, assess resulting student learning, and prepare a course or project mini-portfolio to show the results; engage in seminars and some retreats; work with student associates; and present project results to the campus and at conferences. Evidence shows that PLCs increase faculty interest in teaching and learning and provide safety and support for faculty to investigate, attempt, assess, and adopt new (to them) methods input can be received from throughout the College.~~

~~2011-2012 PLC's~~

~~Academic Standards and Assessment: How Do We Know They Are Learning?~~

~~Engagement: Making an Investment Through Engagement~~

~~Best Practices: Instruction That Makes Sense~~

~~Student Recruitment: Recruitment – Which Way Do We Reach?~~

October 2016



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## 203.00 College Committees

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Montgomery Community College administration shall appoint standing and adhoc committees as appropriate to meet the mission and goals of the college. Each committee at Montgomery Community College is responsible for ensuring that its activities are in keeping with the College's goals and planning objectives. To that end, it is imperative that each committee review these items in the annual Institutional Effectiveness Plan and submit proposals and recommendations, etc. that correspond with the College's vision and mission to the President's Administrative Cabinet for approval.

Committee activities will be planned annually and funding for activities will be requested through the College's annual budget request process. Additionally, each committee is encouraged to investigate grant possibilities for funding of activities.

### 203.01.01 Procedure

Committee membership: Appointments will be established on a rotating basis will be reviewed annually to include a review of minutes and member participation. It is expected that committee members will attend all meetings and in the event a member must be absent, a proxy will be sent in his or her absence. Should there be three or more unexcused absences without a proxy, the chairman of that committee will advise the College President for review.

## Montgomery Community College Standing Committees

### **Diversity & Cultural Activities Committee**

The Diversity & Cultural Activities Committee role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College. The Committee will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

### **Faculty Senate**

The Faculty Senate membership shall consist of all faculty. The Senate is recommended to meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request.

### **Financial Aid Committee**

The purpose of the Financial Aid Committee is to recommend policies and procedures to the President's Administrative Cabinet as they relate to financial aid. This committee is charged with:

1. Reviewing current accomplishments in meeting the needs of students

## Final Version

2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

**Instructional & Student Services Committee**

The purpose of the Instructional & Student Services Committee is to provide an opportunity for faculty and staff members to have input into the programs, procedures and services offered through the Curriculum and Continuing Education divisions at the College. The committee is charged with:

1. Providing direction in assuring quality instruction
2. Seeking ways to enhance educational programs
3. Assessing student needs and seeking ways to enhance services to include admissions, registration, career planning, counseling, financial aid, recruiting, placement, and follow-up
4. Evaluating procedures such as course delivery (through traditional and non-traditional delivery modes and scheduling,
5. Reviewing and recommending new courses/programs and program change
6. Assigning Ad Hoc Committees

**Information Services Committee**

The purpose of the Information Services Committee is to provide input for the planning and implementation of initiatives in the areas of distance learning, academic technology and library resources. To achieve the vision and mission of the college, committee members will provide recommendations on policies/procedures and assist in the evaluation and planning of technology in these areas. Specific tasks may include providing input on the peer review process, technology refresh plan, library materials/databases and researching viable instructional technologies.

**Marketing Committee**

The purpose of the Marketing Committee is to serve in a planning and advisory capacity to the public information officer to identify and recommend possible marketing opportunities and activities based on current research, marketing goals and budget. College marketing will include external as well as internal activities that can be implemented by all employees to positively promote the MCC brand.

**Planning Committee**

The purpose of the Planning Council is to facilitate, monitor, review and support institutional research, planning and assessment activities in collaboration with faculty and staff to advance the mission of MCC. Planning Council's mission ensures that the College engages in ongoing, systematic and institution-wide evidence-based planning and assessment activities that result in continuous quality improvements and mission and goal accomplishment. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the college community and to the Board of Trustees. To ensure full participation in the process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the council.

**President's Administrative Cabinet**

The cabinet is comprised of deans and direct reports to the President and serves as an advisory team to the president and may be called upon to assist in formulating policy and in making personnel decisions. Members serve as a forum for new information and proposals and act as a filtering agent for information and proposals going to the Board of Trustees. Members are charged with keeping the cabinet informed of events happening within their divisions, of their activities such as conferences, committee appointments and community involvement, and of any legislative and system office information that is received. Members are also charged with disseminating information from the cabinet meeting to their respective divisions.

**Professional Development Committee**

The purpose of the Professional Development Committee is to provide ongoing research, philosophical, procedural and technical support and feedback to ensure and promote a variety of professional development activities for all employees of the College. It is responsible for providing opportunities for growth with the ultimate goal of improvement of the educational process. This committee will make recommendations to the Cabinet for changes in the professional development arena.

**QEP Implementation Committee**

The purpose of the QEP Implementation Committee is to ensure the initiation, continuation, and completion of QEP activities as identified in the QEP plan. The committee will be responsible for monitoring outcomes of QEP activities and recommend necessary changes to ensure verifiable and documented outcomes data for QEP reporting requirements to SACSCOC.

**Safety Committee**

The purpose of the Safety Committee is to identify safety hazards, bring them to the attention of the appropriate administrator and to follow up to see that the hazard is corrected. The team will conduct periodic safety inspections, fire drills, and other safety checks.

**Staff Senate**

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate is recommended to meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. Any member of the President's Administrative Cabinet will meet with the staff senate upon request-

**Hospitality and Wellness Committee**

The Hospitality & Wellness Committee is responsible for planning and carrying out social and wellness functions for employees of the College and making recommendations to the President's Administrative Cabinet. The committee includes employees from each of the different divisions so that input can be received from throughout the College.

**Curriculum and Student Services Committee**  
**Wednesday, April 11, 2018**  
**6:05 p.m.**

**Committee Members**

**Sam Martin, Chairman**

**Andrea Marshall, Vice Chairman**

**Bill Price**

**Susan Eggleston**

**Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix S – Action**
- ❖ **Update from Vice President of Instruction**
  - Instruction – Appendix T**
  - Continuing Education – Appendix U**
- ❖ **Update from Vice President of Student Services – Appendix V**
- ❖ **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, March 14, 2018 at 6:09 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
George Gilbreath  
Susan Hershberger  
Gordon Knowles

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

Mr. Martin, Chairman called the meeting to order.

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

**Approval of February Committee Minutes – Appendix P**

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

**Update from Vice President of Instruction – Appendix Q and Appendix R**

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix R.

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

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

There being no further business, the meeting adjourned at 6:20 p.m.

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

**Professional Development** – Tracey Wyrick will complete the seven-month long North Carolina Community College Leadership Program on April 27. The program is designed to provide learning experiences that will acquaint participants with community college issues and to help them develop leadership skills.

A small group of faculty and staff are currently looking at options to reducing the cost of books for students. The group is completing a month long trial of a software call Intelus that will provide faculty with open sources materials to replace their current textbooks.

Dylan Hurley (Forestry) will join the Pix4D training workshop in Raleigh April 18-20 along with Mike Dixon GIS/GPS Continuing Education Instructor, and two Vice Presidents from Randolph Electric. The workshop is funded by the \$10,000 grant from Randolph Electric.

**Program Status** – The 23rd Annual MCC Forestry Club Fishing Tournament was held March 10. The Tournament was moved to Swift Island this year due to renovations at Cooks Marina. A record number of 15 boats registered this year. The weather was nice and it was great to see so many Alumni. The results:

- 1st Place: Forestry Dept. Chair Russell Strong & Terry Morgan 15.59 lbs
- 2nd Place: Forestry Alumnus Reid McAlister and Tommy McAlister 14.63 lbs
- 3rd Place: (Forestry Alumnus Mike Byrd's Son) Grayson Byrd & Daniel Jones 12.43 lbs

Big Fish Winner was (Forestry Instructor Dylan Hurley's Father) Chip Hurley 5.32 lbs

Final preparations for the Mid-Atlantic Woodsman Meet are underway. The College will host five of the six colleges in the region for their annual skills competition. Thank you to all who volunteered to help with the meet and especially to Mike Thompson, Russell Strong and their students for their hard work and leadership.

The upcoming 9<sup>th</sup> grade class for the 2018-19 Early College has been selected. Sixty students will be joining the Early College this fall bringing the total enrollment to 182 students in three grades. Registration for the 62 rising Junior class will be completed this week. The Junior class will be taking a full-time load of College courses that will meet both high school and college requirements. In addition, 99 Early College and CCP students are currently registered for Summer classes.

Phi Beta Lambda (PBL) attended the state conference on April 6 – 8 in Charlotte. The team of four students and two advisors participated in meetings and skills competitions.

**Board Report  
Continuing Education  
April, 2018**

**Heritage Crafts**

- **Pottery** - Attended NCECA in Pittsburgh PA; started second night class, Tuesday beginner clay; and produced trophy and medallions for Diversity Fair
- **Knifemaking** - Finished first OE knifemaking class, Basic Forging with Bill Bisher; successful start to second OE class with Phillip and Barry Jones; and hosted Grinding 101 with Ed Vanhoy, March 23rd-25<sup>th</sup>.

**College and Career Readiness**

- Attended 2018 Career Credit Leadership Institute for NRS TABE placement tests updates

**Small Business Center:**

- **Workshops/Professional Development** - Attended Spring SBCN PD in Thomasville, NC and attended PD for Summit Training in Sylva, NC
- **Seminars** -Advanced Quickbooks-March 23; Starting a Business: The Fundamentals-April 4; Business Plan Breakdown-April 11; Money Talks: Understanding Finances & Cash Flow-April 18; and Marketing Matters: Successful Marketing For Your Business-April 25

**Business and Industry Training Program:**

- **Customized Training** - Met and corresponded with the following companies to discuss and address their training and workforce needs:: Auria (Troy, NC), McRae Industries (Mt. Gilead), ARAUCO (Biscoe, NC), Pro Pallet South (Troy, NC), Mohawk Industries (Mt. Gilead, NC), Jordan Lumber (Mt. Gilead, NC), and ACWR (Candor, NC),
- **Apprenticeship Montgomery** - Prospective apprenticeship candidates will be giving a company tour the week of April 23rd. All applications are due April 30th

**Montgomery County NCWorks Career Center**

- **Training Attended** - Integrated Services (ISD) delivery training to learn about best practices when delivering NC Works services and Workforce Investment Opportunity Act (WIOA) training to learn best practices.

**Health & Public Safety:**

- **Drones** -3/15/18 conducted a visual observer class for the SBI.
- **Fire** - 3/26/18 conducted a Fire Behavior class for Biscoe FD.
- **LEO** 3/16/18 facilitated a law enforcement meeting with Montgomery County Schools and MCC to discuss active shooter procedures. The outcome will be a well-developed coordinated plan of action.

**Dean:**

- **Personnel** - New hire Shavier Mason, Assistant to the Dean will begin April 9<sup>th</sup>; Jessica Hamilton was selected as the Director of Business & Industry Services. She will begin May 1<sup>st</sup>
- **Meetings** - Met with Situs (Robbins, NC) to discuss creating an accounting and commercial real estate program to develop a pipeline of qualified entry level employees to meet their workforce needs.

## **MCC Board of Trustees – April 11, 2018 Update from the Student Services Division**

### Highlights & Previews

- Our Director of Financial Aid and our Financial Aid Assistant helped with a Financial Aid event held at East Montgomery High School March 13.
- East & West Montgomery high school and Montgomery County Early College students attended the MCC Diversity Event March 21.
- Veterans Coffee Breaks will be held next week.
- A VA Compliance Audit of student veterans' files was conducted in March.
- Graduation at Southern Correctional Institution is scheduled for Friday, May 11, at 1:00 p.m.



**Legislative/Public Relations Committee**  
**Wednesday, April 11, 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 March Committee Minutes – Appendix W – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Lunch with Legislators – Appendix X**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix Y**
- ❖ **New Business**
- ❖ **Adjourn**

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:20 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Claudia Bulthuis  
Bill Price

**Absent**

Paula Covington, Vice Chair

**Others Present**

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

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

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

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

**Approval of February Committee Minutes – Appendix V**

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

**Legislative Update – Appendix U**

Dr. Bledsoe gave a Legislative update as presented in Appendix U.

The Board discussed security precautions on campus. Dr. Bledsoe noted an additional request being made to the county of \$25,000 for additional cameras on campus.

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

Mrs. Haywood presented Appendix X, the Public Relations/Marketing Update. She noted that several stories on various Montgomery Community College programs will be published in the following months.

There being no further business, the meeting adjourned at 6:32 p.m.

**2018**

**Lunch with  
Legislators**

**Tuesday, April 24, 2018**

**12:00 p.m.**

**Montgomery Community College**

**Capel Hall - Building 200 - Multipurpose Room**

**1011 Page Street – Troy, NC 27371**

**Invited Guests Include:**

**Senator Richard Burr**

**Senator Cathy Dunn**

**James Estes, Rep. for Thom Tillis**

**Rep. Ken Goodman**

**Bill Constangy, Rep. for Richard Hudson**

**Rep. Justin Burr**

**\*\* Please RSVP by April 17, 2018 by calling Courtney Atkins at 910-898-9602  
or emailing [atkinsc@montgomery.edu](mailto:atkinsc@montgomery.edu).\*\***

## Public Relations / Marketing Highlights March 2018

### Marketing in March

- Annual Report 2017 & Community Partners Luncheon materials
- 50<sup>th</sup> Anniversary Press Releases publication
- Program feature – Medical Assisting
- Signage for the Biscoe Center
- Mid-Atlantic Woodsman's Meet publicity
- Carolina All Out advertising
- Problem Gambling Grant awareness campaign
- Diversity Celebration promotions
- Instagram test drive

### Facebook Top Posts for March

Total Likes - 2068 (Up 28 from 2040 in February)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	3/8/18	Machine Gun 101 class	3700	1312	35%
MCC	3/22/18	Diversity Celebration	709	415	59%



**Institutional Status Committee  
Wednesday, April 11, 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 March Committee Minutes – Appendix Z**
- ❖ **Revision to Board of Trustee By-Laws – Appendix AA – First Reading**
- ❖ **Board Self-Evaluation Survey – Appendix BB**
- ❖ **New Business**
- ❖ **Adjourn**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 14, 2018 at 6:32 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price

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

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

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

**Approval of November Committee Minutes – Appendix Y**

Mr. Gilbreath made a motion, seconded by Mrs. Hershberger, to approve the February Institutional Status Committee minutes. The motion carried.

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

## ARTICLE 3

## Powers and Duties of the Board of Trustees

Section 1. 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 employment of the personnel required for the operation of the College 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 right-of-ways 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.
5. Receive and accept private donations, gifts, bequests, and the like 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 and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the college by contracting with other public or private educational agencies 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 such steps as necessary to insure that the functions of the College are always those, which 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. Approve out-of-state trips for the President.
11. 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 for government and operation of the College under the law and for the discipline of students.
12. **Perform a yearly self-evaluation to review the functions, strengths, and concerns of the Board, and make improvements where needed.**

## The Trustees of Montgomery Community College Self-Evaluation

The Trustees of Montgomery Community College will conduct an annual self-evaluation. The survey will be handed out at the May meeting, with completion due at the June meeting.

The purpose of the self-evaluation is to review the functioning, strengths, and concerns of the Board and where improvements maybe needed.

**Instructions:** Place a check at the appropriate rating according to the following scale.

**Rating Scale:** 4 = Outstanding  
3 = Good  
2 = Needs Improvement  
1 = Unable to Evaluate

<b>A. Board Organization</b>	<b>Rating</b>
1. The Board operates as a unit.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. Meeting agenda items contain sufficient background information and recommendations for the Board.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4. Board members make decisions after thorough discussion and exploration of many perspectives.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
5. Board committees effectively assist the Board to do its work.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>B. Policy Role</b>	<b>Rating</b>
1. Board meetings focus on policy rather than administration.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board periodically reviews and evaluates its policies.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>C. Community Relations</b>	<b>Rating</b>
1. The Board effectively represents the “voice” of the community.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board is knowledgeable about community and regional needs and expectations.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. Board members maintain good relationships with community leaders.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>D. Policy Direction</b>	<b>Rating</b>
1. The Board is appropriately involved in defining the vision, mission and goals.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board bases its decisions in terms of what is best for students and the community.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. The Board maintains a future-oriented, visionary focus in Board discussions.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4. The Board annually reviews the general strategic and facility master plans of the college.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<b>E. Board – President Relation</b>	<b>Rating</b>
1. A climate of mutual trust and respect exists between the Board and President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board sets clear expectations for the President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. The Board effectively evaluates the President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4. The Board clearly delegates the administration of the college to the President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1



<b>F. Standards for College Operations</b>		<b>Rating</b>			
1. The Board is knowledgeable about the educational programs and services of the college.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board understands the fiscal condition of the college.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board understands the budget document.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
4. The Board has policies that require fair employee due process and grievance procedures.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
<b>G. Institutional Performance</b>		<b>Rating</b>			
1. The Board monitors the effectiveness of the college in fulfilling the mission.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board adequately monitors the impact the college has on the community.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board understands the financial audit and its recommendations.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
<b>H. Board Leadership</b>		<b>Rating</b>			
1. The Board has a clear description of Board roles and responsibilities.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. Board members are prepared for Board meetings.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. Once a decision is made, Board members cease debate and uphold the decision of the Board.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
<b>I. Advocating for the College</b>		<b>Rating</b>			
1. Board members are knowledgeable about the college's history, mission, and values.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board helps educate the local community about community college needs and issues.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board actively supports the colleges' foundation and fundraising efforts.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
4. The Board supports the state and national community college trustee associations.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
<b>J. Board Education</b>		<b>Rating</b>			
1. New members receive an orientation to the Board and the institution.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board strives to become increasingly more effective.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board periodically evaluates itself.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
<b>K. Please Comment</b>					
1. What are the major accomplishments of the Board in the past year?					
2. As a trustee, I have concerns about:					

Montgomery Community College  
SGA Report  
April 11, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- Weather permitting, Spring Fling is scheduled for April 10.
- Student Ambassadors for the 2018-19 academic year have been selected.
- Selection of the 2018-19 SGA President is being finalized.
- Interviews for the Director of Student Life & Recruitment position will begin soon.

**President's Report  
April 11, 2018**

**Activities since the March Board Meeting**

3/14/18	Board of Trustees Meeting
3/15/18	North Carolina State Board of Community Colleges Meeting
3/16/18	Old Salem trip with Gunsmithing Students
3/20/18	Montgomery County Commissioners Retreat
3/21/18	2018 Diversity Celebration Event
3/23/18	Board Retreat
4/3/18	Presented Building 100 Plans to Faculty and Staff
4/4/18	Meeting with the Economic Development Team Summer IIPS
4/5/18	Planning Session
4/7/18	Woodsmen's Meet
4/10/18	Spring Fling

**Upcoming Activities**

4/11/18	Board of Trustees Meeting
4/11/18	Construction & Associated Career Day
4/11/18	NCACCT Conference in Raleigh
4/20/18	Golf Tournament
4/24/18	Lunch with Legislators
5/4/18	NRA Convention



## Board of Trustees Calendar of Events 2018

<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 12, 2018</b>	<b>8:00 a.m.</b>	<b>State Ethics Training, Raleigh, NC</b>
<b>April 16, 2018</b>		<b>SEI Forms Due</b>
<b>April 20, 2018</b>		<b>MCC Foundation Golf Tournament</b>
<b>April 24, 2018</b>	<b>12:00 p.m.</b>	<b>Lunch with Legislators MCC Capel Hall</b>
<b>May 1, 2018</b>	<b>6:30 p.m.</b>	<b>BLET Graduation</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>May 11, 2018</b>	<b>1:00 p.m.</b>	<b>Graduation at Southern Correctional</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 7, 2018</b>		<b>Board Christmas Dinner</b>
<b>December, 2018</b>		<b>No Board Meeting</b>