



Board of Trustees Monthly Meeting Minutes

Wednesday, January 10, 2024

Montgomery Community College (Capel Hall)
1011 Page St.

Troy, NC, 27371

1. Call to Order - Claudia Bulthuis, Chair

The regular meeting of the Board of Trustees of Montgomery Community College was called to order on January 10, 2024, at 6:33 pm by Claudia Bulthuis, Chair.

Board Members Present: Claudia Bulthuis, Bill Price, Gordon Knowles, Tim McAuley, Robert Harris, Phillip Absher, Kerry Hensley, Susan Eggleston, Gelynda Capel, and Dr. Katie Dunlap.

Board Members Absent: Dr. Tawanda Matthews and Dr. Phillip Jones

Others Present: Dr. Chad Bledsoe, President; Dr. Natalie Winfree, Vice President of Instruction and Student Services; Korrie Ervin, Special Project Coordinator; Kelly Morgan, Public Relations and Marketing; Jeanette McBride, Vice President of Administrative Services; Sam Britt, Dean of Arts and Sciences; Amy Friery, Dean of Health and Human Services; Hunter Smith, Dean of Institutional Effectiveness and Advancement; Ann Marie Fortune, Department Chair of English; Warren Colavito, Department Chair of Math and Engineering; Wendy Grissom, Nursing Instructor; Touger Vang, Dean of Learning Resources; Josh Thaxton, Systems Technician; and Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees.

2. Welcome and Announcements - Claudia Bulthuis

Mrs. Bulthuis welcomed all in attendance and shared announcements.

3. Prayer - Claudia Bulthuis

Mrs. Bulthuis opened the meeting with prayer.

4. Approval of Agenda- (Action) - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the agenda.

Moved by: Susan Eggleston

Seconded by: Gordon Knowles

Motion Carried.

5. Board of Ethics Reminder - Claudia Bulthuis

In keeping with MCC Board Policy 1.4 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.

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 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

6. Board Presentation - Touger Vang - Library Resources and Archives

Touger Vang , Dean of Learning Resources, gave a presentation to the Board of Trustees on library services and archive projects. He shared information on new library catalog software and how college staff are working with the State Archives to preserve MCC's history.

7. Approval of Board and Committee Minutes - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the November 8, 2023 Board and Committee Minutes.

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion Carried.

- 7.1 Board of Trustees Meeting Minutes November 8, 2023
[Board of Trustees Meeting - Nov 08 2023 - Minutes - Html](#) 
- 7.2 Finance and Facilities Committee Meeting Minutes - November 8, 2023
[Finance and Facilities Committee Meeting - Nov 08 2023 - Minutes - Html](#) 
- 7.3 Personnel Committee Minutes - November 8, 2023
[Personnel Committee Meeting - Nov 08 2023 - Minutes - Htmc](#) 

8. Finance and Facilities Committee - Gordon Knowles

- 8.1 2-1 2023/2024 State and Local Budget (Action) - Jeanette McBride

Mr. Knowles updated Board members on State and local budget actions at the college.

[FY2023-24 DCC2-1 854 Summary.pdf](#) 

[FY2023-24 DCC2-1 854 SignaturePage.pdf](#) 

On behalf of the Finance and Facilities Committee, Mr. Knowles made a motion to approve the State and Local Budget.

Moved by: Gordon Knowles

Seconded by: Motion from committee. No second required.

Motion Carried.

- 8.2 Project 2740 - Blair Hall Legend Center One-Stop Shop – Phase 1 - Bid Acceptance (Action) - Jeanette McBride
Mr. Knowles updated the Board members on the status of the Blair Hall Legend Center One Stop Shop.

[Blair Hall Legend Center Board meeting 1-10-24.pdf](#) 

On behalf of the Finance and Facilities, Mr. Knowles made a motion to approve the Project 2740 - Blair Hall Legend Center One-Stop Shop – Phase 1 - Bid Acceptance.

Moved by: Gordon Knowles

Seconded by: Motion from committee. No second required.

Motion Carried.

9. Personnel Committee - Phil Absher

9.1 [New Position - Success Navigator \(Action\) - Dr. Bledsoe](#)

Mr. Absher updated Board Members on the Success Navigator positions at the college.

On behalf of the Personnel Committee, Mr. Absher called for a motion to approve the New Position- Success Navigator.

Moved by: Phil Absher

Seconded by: Motion from committee. No second required.

Motion Carried.

9.2 [New Position - Success Navigator, Continuing Education \(Action\) - Dr. Bledsoe](#)

Mr. Absher updated Board members on the New Position- Success Navigator, Continuing Education Position at the college.

On behalf of the Personnel Committee, Mr. Absher made a motion to approve the New Position- Success Navigator, Continuing Education.

Moved by: Phil Absher

Seconded by: Motion from committee. No second required.

Motion Carried.

9.3 [New Position - Human Resources Specialist \(Action\) - Dr. Bledsoe](#)

Mr. Absher updated Board members on the New Position- Human Resources Specialist at the college.

On behalf of the Personnel Committee, Mr. Absher made a motion to approve the New Position- Human Resources Specialist.

Moved by: Phil Absher

Seconded by: Motion from committee. No second required.

Motion Carried.

9.4 [Position Revision/Merger - Data Coordinator \(Action\) - Dr. Bledsoe](#) 

Mr. Absher updated the Board members on the Position Revision/Merger- Data Coordinator position at the college.

On behalf of the Personnel Committee, Mr. Absher made a motion to approve the Position Revision/Merger- Data Coordinator.

Moved by: Phil Absher

Seconded by: Motion from committee. No second required.

Motion Carried.

9.5 [MCC Organizational Chart Updates \(Action\) - Dr. Bledsoe](#) 

Mr. Absher updated the Board members on the MCC Organizational Chart Updates.

On behalf of the Personnel Committee, Mr. Absher made a motion to approve the MCC Organizational Chart Updates.

Moved by: Phil Absher

Seconded by: Motion from committee. No second required.

Motion Carried.

10. Curriculum and Student Services Committee - Bill Price

10.1 [Curriculum Program Closures \(Action\) - Dr. Natalie Winfree](#) 

Mr. Price updated Board members on the Curriculum Program Closures at the college.

On behalf of the Curriculum and Student Services Committee, Mr. Price made a motion to approve the Curriculum Program Closures.

Moved by: Bill Price

Seconded by: Motion from committee. No second required.

Motion Carried.

11. Legislative and Institutional Status Committee - Robert Harris

No Report.

12. Executive Leadership Reports - Dr. Chad Bledsoe

12.1 Monthly Financial Reports - Jeanette McBride

The Board reviewed the November 2023 Financial Report as presented by Jeanette McBride.

State expenditures totaled \$3,863,714 and the county expenditures totaled \$386,320 or 40.3% of budget as of November 30, 2023.

Local Funds Available for Capital Expenditures from County Quarter- Cent Sales tax and Property Tax allocations totaled \$481,748.

A total of \$70,097 was spent for parking lot repairs, the signage project, a carport for the school cars, window tinting in Capel Hall, upgraded two-way radios for the maintenance department, grading/gravel behind the maintenance building, stonework, garage doors for building 100, and tree removal around campus.

The balance in the STIF (State Treasurers Investment Fund) is \$207,425 as of November 30, 2023.

[Monthly Financial Reports Nov 2023.pdf](#) 

12.2 Facilities and Construction Report - Dr. Bledsoe

The Board reviewed the Facilities and Construction Report as presented by Dr. Bledsoe.

Blair Hall required a water shut-off to replace a water valve to be closer to the ground.

The Welding Students helped repair the railings on the loading dock of Capel Hall which had corroded over time.

Forestry students installed plants around the Forestry Building. Maintenance installed a few Carissa Hollies and a

Forest Pansy Redbud in the landscaped areas between Blair and Capel Hall.

[Facilities and Construction Update January 2024.pdf](#) 

12.3 Foundation Director's Report - Dr. Bledsoe

The Board reviewed the November 2023 Foundation Report as presented by Dr. Bledsoe.

The Foundation Fund Statement showed a total fund balance for all three accounts of \$4,509,205.12. This reflected an increase of \$270,049.22 for the period ending November 30, 2023.

The Golf Tournament Fundraiser will be held at Denson's Creek Gold Course on April 12, 2024.

[Foundation Director's Report - 12.12.2023 Jan 2024 Meeting BOT.pdf](#) 

12.4 Grants Update - Korrie Ervin

The Board reviewed the Grants Report as presented by Korrie Ervin.

MCC was awarded the AgSouth Growing our Communities Grant for \$5,000 to support the building of a concrete foundation for the newly received grain silo and in constructing a shelter in which students may be protected from the elements while training.

[Grants Update January 2024.pdf](#) 

12.5 Personnel Updates and Personnel Separations - Dr. Bledsoe

The Board reviewed the Personnel Updates and Personnel Separations as presented by Dr. Bledsoe.

Personnel Appointments included the appointments of Jason Whitley as HVAC Instructor, Sandra Britt promoted to Dean of Arts and Sciences, Natalie Winfree promoted to Vice President of Instruction and Student Services, Hunter Smith promoted to Dean of Institutional Effectiveness and Advancement, Ann Marie Fortune promoted to Department Chair for Art, English, Communications, Music, and Humanities, Warren Colavito promoted to Department Chair of Math and Engineering, and Jessica Hamilton promoted to Interim Dean of Continuing

Education.

Personnel Separations included the separations of Melanie Taylor as Student Success & Retention Specialist/ Coordinator of Student Life, Alicia Higgins as Administrative Assistant/Switchboard Operator, Richard Lee Proctor as Vice President of Instruction & Student Services, Sharia Barber as Distance Learning Coordinator, Greg Taylor as Director of Health and Public Safety, and Emily Tucker as Director of Resource Development.

[Personnel Updates December 2023.pdf](#) 

12.6 **Instruction and Student Services Report - Dr. Natalie Winfree** 

The board reviewed the Instruction and Student Services Update as presented by Dr. Natalie Winfree.

Dr. Natalie Winfree updated board members on several items of interest.

Updates included discussion regarding the Dental Hygiene program, the Habitat for Humanity project undertaken by carpentry students, and the gunsmithing raffle. Additionally, Dr. Winfree shared that the sleigh full of clay was successful with 20% of funds being donated to the Foundation for scholarships.

The board discussed staff providing local job opportunities for students.

12.7 **Marketing and Public Relations Report - Kelly Morgan** 

The board reviewed the Public Relations and Marketing Report as presented by Kelly Morgan.

The spring tabloid has been mailed out to homes across the county.

The college was recognized through several stories published in the local paper, the Montgomery Herald.

12.8 Board Policy Updates (First Reading) - Dr. Bledsoe

Dr. Bledsoe discussed the board policy changes, which included the language changes to the four new policies with the board. Three policies had language added addressing

concerns over the use of artificial intelligence in classes and by college employees. The fourth policy addressed a change in the way annual leave is awarded to employees with less than five years of service to the college.

[Policy 5-3-2 - Student Code of Conduct.pdf](#) 

[Policy 5-4-3 - Student Records - FERPA.pdf](#) 

[Policy 7-1-1 - Technology Systems.pdf](#) 

[Policy 3-2-5 - Annual Leave.pdf](#) 

13. SGA Report - Dr. Chad Bledsoe

The board reviewed the SGA Report as presented by Dr. Bledsoe, Items discussed included the fall festival, the Tree of Hope, snacks given out during testing, and the food truck rodeo.

13.1 [Student Government Association Report.pdf](#) 

14. President's Report - Dr. Chad Bledsoe

The board reviewed the President's Report as presented by Dr. Bledsoe. Dr. Bledsoe discussed several events, which included the SACS Annual Conference, Christmas Crawl, and Spring Quality Trails.

MCC is planning to work with Paper Works to support employees affected by its closure.

The MLK Day celebration has been canceled due to not having enough funds to have the event.

Dr. Bledsoe gave an update on the property located beside Page Street.

14.1 [President's Report January 10, 2023](#) 

14.2 [President's Report January 10, 2023](#) 

15. Chairman's Report - Claudia Bulthuis

Proclamation Request

- Mrs. Bulthuis presented a proclamation to the Board of Trustees recognizing Jeanette McBride for her more than ten years of service. Included in the proclamation was a modification to her title naming Jeanette as the Senior Vice President for Administrative Services.

15.1 [Trustee Regalia](#) 

Mrs. Bulthuis gave an update on the Board of Trustees Regalia, which included a picture of the regalia.

15.2 **Calendar of Events** 

The board reviewed the Calendar of Events as presented by Mrs. Bulthuis.

15.3 **President's Evaluation**

Presidential Evaluation Schedule

- Direct Reports turn in forms by January 31, 2024.
- BOT reviews Direct Report Forms at the February BOT Meeting.
- BOT receives evaluation form at February BOT Meeting.
- BOT returns completed forms by March BOT Meeting.
- Results are compiled and reviewed at the April BOT Meeting
- Results are discussed with Dr. Bledsoe at April BOT Meeting.
- A final report is sent to the State Board of Community Colleges.

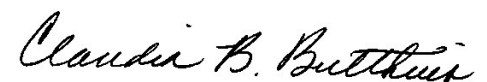
16. Adjourn - (Action) - Claudia Bulthuis

Mrs. Bulthuis called for a motion to adjourn.

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion Carried.



Chairman