



## **Board of Trustees Monthly Meeting Minutes**

Wednesday, November 8, 2023

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 November 8, 2023, at 6:30 pm by Claudia Bulthuis, Chair.

**Board Members Present:** Claudia Bulthuis, Bill Price (**R**), Gordon Knowles, Tim McAuley, Kerry Hensley, Susan Eggleston, Gelynda Capel, Robert Harris, Dr. Tawanda Matthews, Dr. Katie Dunlap, and Judith Mendoza Hernandez (SGA President).

**Board Members Absent:** Phil Absher and Robert Harris

**Others Present:** Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Jeanette McBride, Vice President of Administrative Services; Sam Britt, Department Chair, English, Arts & Humanities/English Instructor/ACA Coordinator; Morgan Elkins, Counselor/Title IX Coordinator; Natalie Winfree, Dean of Art and Sciences; Tammy Irvin, Learning Resources Technical Assistant; 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:* Gordon Knowles

*Seconded by:* Kerry Hensley

**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. Having reviewed our agenda for this morning's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.**

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 - Counselor/Disability Services - Morgan Elkins **

Morgan Elkins presented information on disability support services provided to students.

**7. Approval of Board and Committee Minutes - Claudia Bulthuis**

Mrs. Bulthuis called for a motion to approve the October 11, 2023 Board and Committee Meeting Minutes.

*Moved by:* Gordon Knowles


*Seconded by:* Philip Jones

**Carried**

7.1 October Board of Trustee Meeting Minutes

[Board of Trustees Meeting - Oct 11 2023 - Agenda - Html](#) 

7.2 October Finance and Facilities Committee Meeting Minutes  
[Finance and Facilities Committee Meeting - Oct 11 2023 - Agenda - Html](#) 

7.3 October Legislative and Institutional Status Committee Meeting Minutes  
[Legislative and Institutional Status Committee Meeting - Oct 11 2023 - Agenda - Html](#) 

## 8. Finance and Facilities Committee - Gordon Knowles, Chair

8.1 Exterior Wayfinding Signage Project Funding (Action) - Jeanette McBride

Mr. Knowles updated Board members on efforts to improve exterior wayfinding on campus.


[Exterior Wayfinding Signage Project Funding Request.pdf](#) 

On behalf of the Finance and Facilities Committee, Mr. Knowles moved that the Exterior Wayfinding Signage Project Funding Request, not to exceed \$100,000 be approved.

*Moved by:* Motion from committee. No second required.

**Carried**

## 9. Personnel Committee - Dr. Dunlap, Vice-Chair

9.1 [New Position - Dean of Institutional Effectiveness and Advancement \(Action\) - Dr. Bledsoe](#) 

Dr. Dunlap updated board members on a request from Dr. Bledsoe to add the new position of Dean of Institutional Effectiveness and Advancement.

On behalf of the Personnel Committee, Dr. Dunlap moved that the new position of Dean of Institutional Effectiveness and Advancement be approved.

*Moved by:* Motion from committee. No second required.

**Carried**

9.2 [Organizational Chart Update \(Action\) - Dr. Bledsoe](#) 

Dr. Dunlap shared recommended title revisions to the Organizational Chart.

On behalf of the Personnel Committee, Dr. Dunlap moved that the Organizational Chart Update be approved.

*Moved by:* Motion from committee. No second required.

**Carried**

**10. Curriculum and Student Services Committee**

No Report

**11. Legislative and Institutional Status Committee**

No Report

**12. Executive Leadership Reports - Dr. Chad Bledsoe**

12.1 Monthly Financial Reports - Jeanette McBride

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

State expenditures totaled \$2,126,169 and the county expenditures totaled \$233,191 or 24.3% of budget as of September 30, 2023.

Local funds provided by the county for capital expenditures from county quarter-cent sales tax and property tax allocations totaled \$474,773.

A total of \$52,397 was spent on parking lot repairs, the signage project, a carport for school cars, window tinting in Capel Hall, upgraded two-way radios for the Maintenance department, and grading/gravel behind the Maintenance Building.

The balance in the STIF (State Treasurers Investment Fund) is \$206,031.

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

12.2 Foundation Report - Emily Tucker

The Board reviewed the September 2023 Foundation Report as presented by Emily Tucker.

The Foundation Fund Statement had a total fund balance for all three accounts of \$4,349,473.71. This reflected a market change decrease of \$140,606.68 for the period ending September 30, 2023.

The Clays for Education event was held on November 3, 2023, at DeWitt's Outdoor Sports. Sixty players that made up 15 shooting teams participated, Lunch was provided by Higgins BBQ, sponsored by Republic Services. The business sponsors for the event were Troy Lumber, DR Reynolds, Mohawk, Central Lumber, Benelli, Davidson's, Pride Plumbing, FirstHealth, Blue Collar Reloading, and Nascar driver Austin Dillon.

[Foundation Director's Report - 11.08.2023 BOT.pdf](#) 

### 12.3 [Grants Report - Korrie Ervin](#)

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

MCC Staff have applied for the Power of Good Grant requesting \$3,000 to use for the MLK Day Challenge.

MCC Staff applied for two of the National Rifle Association grants for \$8,000 each to use for Gunsmithing Merit Scholarships.

MCC was awarded the UNC System Faculty Awards for Southeast Asian Studies for \$3,000 to use for the CIA's Secret Base of Long Cheng, Laos to the Carolinas: The North Carolina Hmong Project - A Journey Worth Sharing.

### 12.4 [Facilities and Construction Update - Dr. Chad Bledsoe](#)

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

The garage doors on the side of Blair Hall (building 100) facing building 500 were replaced.

The access control project is underway on campus with access control panels and cabling currently being installed

throughout the buildings. This project should be completed in the next three months.

12.5 Personnel Updates - Dr. Bledsoe

The Board reviewed the Personnel Update as presented by Dr. Bledsoe.

Personnel Appointments included the appointments of Keri Myrick as Career and College Promise (CCP) Success and Retention Specialist, Monica Bueno as Assistant to the Director of College and Career Readiness (CCR), Maddie Baker as Accounts Receivable Specialist, Sabrina Locklear as Nursing Instructor, and Tammy Irvin as Learning Resources Technical Assistant.

[Personnel Updates October 2023.pdf](#) 

12.6 Summer 2023 Visitation Log - Lee Proctor

The Board reviewed the Summer 2023 Visitation Log as presented by Mr. Proctor.

[Summer 2023 Course Visitation Report \(1\).pdf](#) 

12.7 Instruction and Student Services Update - Lee Proctor

The board reviewed the Instruction and Student Services Update presented by Mr. Proctor. Mr. Proctor updated board members on several items of interest. These included the Medical Assisting Education Board review of the Medical Assisting Program, the Made in Montgomery event, a 100 percent passage rate for the HISET, and the Sleigh Full of Clay that will be from December 6, 2023, through December 8, 2023.

[Instruction and Student Services Report- November 2023.pdf](#)



12.8 [Public Relations and Marketing Report - Kelly Morgan](#) 

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

The Board of Trustees Brochure is being developed and the Spring Tabloid has been sent to the printer.

Several stories were published last month including the

Employee Awards, Randolph EMC Grant for HiSET Testing, New Terms for Three Trustees, Criminal Justice Camp-Continuing Education, Cradle Competition- Forestry, MCC/RCC Trucking Driving Program, and MCC Annual Fundraiser/Auction.

Kelly Morgan discussed the MCC Newsroom which is located on the website and goes into depth about the stories on campus.

12.9 [Legislative Update - Dr. Bledsoe](#) 

The board reviewed the Legislative Update as presented by Dr. Bledsoe.

Dr. Bledsoe presented letters that will be sent to legislators thanking them for the funds allocated for the Dental Hygiene program in the NCGA Budget.

**13. SGA Report - Judith Mendoza-Hernandez, SGA President**

13.1 Student Government Associations - Judith Mendoza-Hernandez - SGA President

The Board reviewed the SGA Report as presented by Judith Mendoza-Hernandez which included an update regarding student events and the newly elected officer's of SGA.

[Student Government Association Report](#) 

**14. President's Report - Dr. Chad Bledsoe**

14.1 [President's Report](#) 

The board reviewed the President's Report as presented by Dr. Bledsoe.

Dr. Bledsoe discussed several events that happened this past month including Cabinet Meetings, Dental Hygiene Program Meeting, The NCACCP Business Meeting, Sheriff Herron's Fentanyl Awareness Event, FirstHealth Brain Event Series, an Exterior Signage meeting, the Foundation Clay Tournament, and the SACSCOC Low Country Boil Celebration.

Dr. Bledsoe discussed several upcoming events with board members which included the MAERB Onsite Visit, First Health Brain Event Series, Lee Proctor's Retirement Party, the SACS

Annual Conference, and Board of Trustees Christmas Dinner.

Dr. Bledsoe discussed a conversation held at the Foundation Board Meeting regarding the purchase of land adjacent to the current college property. He requested permission to explore purchase of the property.

Mrs. Bulthuis called for a motion to authorize Dr. Bledsoe to explore the purchase of the property adjacent to the college at an amount approved by the board.

*Moved by:* Katie Dunlap

*Seconded by:* Gordon Knowles

**Motion Carried.**

## **15. Chairman's Report - Claudia Bulthuis**

### 15.1 **Board Regalia Update**

Mrs. Bulthuis gave an update on the board regalia. Board Members agreed to move forward with standardized regalia. The first option for Board Regalia was chosen with the addition of a blue or silver tassel and a tam.

### 15.2 **Calendar of Events**

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

### 15.3 **Board Committee Format Vote (Action)**

Mrs. Bulthuis discussed the revised board format, asking for comments from board members. Board members concurred they liked the new format.

Mrs. Bulthuis called for a motion to approve the board/committee meeting format.

*Moved by:* Tawanda Matthews

*Seconded by:* Gordon Knowles

**Carried**

## **16. Adjourn - (Action) - Claudia Bulthuis**



Mrs. Bulthuis called for a motion to adjourn.

*Moved by:* Gordon Knowles

*Seconded by:* Gelynda Capel

**Carried**

*Claudia B. Bulthuis*

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Chairman

Mrs. Bulthuis adjourned the meeting at 7:42pm.