

# Montgomery Community College Board of Trustees Meeting



February 9, 2022

**Montgomery Community College**  
**Board of Trustees**  
**Board Meeting**  
**February 9, 2022 at 6:00 p.m.**  
**Hybrid Meeting Information**  
**Sheet**

To access the meeting, please call in using the number below, and when prompted, enter the meeting ID code. You may begin calling in as early as 5:30 p.m. to give yourself enough time to troubleshoot if needed.

After you enter the meeting ID code, please state your name so we can hear you when you enter the meeting. Mrs. Bulthuis will take roll at 6:00 p.m.

Join Zoom Meeting

<https://zoom.us/j/95705286899?pwd=a3FQbHpMMi9ZeU0wNzd3L0k2V0dzZz09>

Meeting ID: 957 0528 6899

Passcode: 716901

One tap mobile

+13126266799,,95705286899# US (Chicago)

+16465588656,,95705286899# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 957 0528 6899

Find your local number: <https://zoom.us/u/aIcs1raMQ>

**MONTGOMERY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held in the Blair Auditorium. The meeting will be held in a hybrid format on Wednesday, February 9, 2022, at 6:00 p.m. The Board will meet as a committee of the whole.

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

**Prayer .....Claudia Bulthuis**

**Roll Call.....Bill Price, Secretary**

**Welcome and Announcements .....Claudia Bulthuis**

**Approval of the Agenda and Board Minutes – Appendix A (Action) .....Claudia Bulthuis**

**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 the 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 – SACS-COC ..... Chad Bledsoe**

**Standing Committees**

**Budget & Finance Committee**

- December Financial Report – **Appendix B-1 (Action)**
- County Budget Request 2022-23 – **Appendix B-2 (Action)**
- December Foundation Fund Statement – **Appendix B-3**
- Equipment Transfer – **Appendix B-4**
- Foundation Update

**Building & Grounds Committee**

- Facilities/Construction Report – **Appendix C**

**Personnel Committee**

- Employee Separation
  - Director of Institutional Effectiveness/SACS Liaison – **Appendix D-1**
  - Assistant to the President – **Appendix D-2**
  - Director of Health and Public Safety – **Appendix D-3**
  - Automotive Instructor – **Appendix D-4**

**Curriculum/Student Services Committee**

- Update from Vice President of Instruction/Student Services – **Appendix E**

**Legislative/Public Relations Committee**

- Legislative Updates
- Marketing Update – **Appendix F**

**Institutional Status Committee**

**SGA Report – Appendix G ..... Juliana Inman, SGA President**

**President’s Report**

- Activities Since Previous Board Meeting – **Appendix H**
- COVID-19 Update

**Chairman’s Report**

- Calendar of Events – **Appendix I-1**
  - Graduation – May 11, 2022
  - Board Retreat – August 6, 2022
  - Ethics Training & SEI Statements – **Appendix I-2**
- Presidential Evaluation Schedule
  - Direct Reports turn in forms by January 31, 2022
  - BOT reviews Direct Report Forms at February BOT Meeting.
  - BOT receives evaluation form at February BOT Meeting.
  - BOT returns completed forms by March BOT Meeting.
  - Results are compiled and reviewed by April BOT Meeting.
  - Results are discussed with Dr. Bledsoe at April BOT Meeting.

**Adjourn – (Action) ..... Claudia Bulthuis**

## Minutes

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

Wednesday, January 12, 2022

#### Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, January 12, 2022, in the Blair Auditorium of Blair Hall. The meeting was called to order at 6:01 p.m. by Claudia Bulthuis, Chairman. The meeting was held as a hybrid meeting; those attending remotely are identified with an “R”.

Note – do you want these names in alphabetical order?

#### Present

Phil Absher - R

Tawanda Bennett

Claudia Bulthuis

Gelynda Capel - R

Dr. Katie Dunlap - R

Susan Eggleston

Robert Harris - R

Kerry Hensley - R

Juliana Inman, SGA President - R

Gordon Knowles

Bill Price

#### Absent

Dr. Philip Jones

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride - R, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; Gregory Taylor, Director of Institutional Effectiveness; and Teresa Hudson, Assistant to the VP of Instruction acting as recording secretary.

#### Prayer

Mrs. Bulthuis opened the meeting with prayer.

#### Roll Call

Mr. Price called the roll.

#### Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance and noted that the meeting was held as a committee of the whole. All votes were taken by roll call and recorded per Senate Bill 704.

Mrs. Bulthuis announced that the Governor approved Mr. Bill Price for another four-year term as a board trustee. Mr. Bill Price took his oath of office.

Ms. Kerry Hensley and Dr. Katie Dunlap joined the meeting remotely at 6:08 p.m.

### **Approval of the Agenda and the November 10, 2021 Board Minutes – Appendix A – Action**

Mr. Knowles made motion, seconded by Mrs. Eggleston, to approve the agenda for the January 12, 2022 meeting as well as the November 10, 2021 Board meeting minutes. On a roll call vote, the motion passed unanimously.

### **Board of Ethics Reminder**

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.

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 the agenda for the evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time. No conflicts of interest were declared.

Mrs. Bulthuis reminded members that their Statement of Economic Interest is due by April 15, 2022.

Ms. Tawanda Bennett joined the meeting at 6:12 p.m.

### **STANDING COMMITTEE REPORTS**

The committees conducted their business as a committee of the whole.

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

##### **October and November Financial Reports – Appendix B-1 (Action)**

Dr. Bledsoe presented Appendix B-1, the Financial Reports for October and November of 2021.

- As of October 31, 2021, county fund expenditures were \$268,504, or 33% of the budget.
- As of October 31, 2021, there were \$513,567 available for capital expenditures in county funds.

Dr. Bledsoe stated that he expected the state budget to be in place in February. Based upon reports from the System Office, he does not expect a "call back" for any funds this year.

- As of October 31, 2021, state fund expenditures were \$2,410,500. The state budget has not been posted but, spending is in line with October 2020. The College is working based on the previous year's budget since the current year budget has not been received yet.
- As of October 31, 2021, the institutional fund balance was \$1,025,143.
- As of October 31, 2021, the balance in the state treasury investment fund account was \$199,321.

- As of November 30, 2021, county fund expenditures were \$325,065, or 40% of the budget.
- As of November 30, 2021, state fund expenditures were \$3,073,532, and were in line with spending at the same time last year.
- As of November 30, 2021, the institutional fund balance was \$728,253.
- As of November 30, 2021, the balance in the state treasury investment fund account was \$199,346.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the October and November Financial Funds reports. On a roll call vote, the motion passed unanimously.

#### October Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the October Foundation Fund Statement. As of October 31, 2021, the balance of foundation funds totaled \$4,932,080.48. The statement reflects a market increase of \$176,325 for the month. There was a \$65,749.07 withdrawal from the investment funds to pay for fall scholarships

As of November 30, 2021, there was a market decrease of \$102,947.61 and the investment fund balance totaled \$4,832,266.21.

Ms. Ervin reported that the employee Annual Fund Drive kickoff was held on January 4, 2022 and so far nearly 70 percent of employees have contributed. If the Foundation receives 100 percent giving this year, Dr. Bledsoe will take a polar plunge to celebrate 100% giving.

#### Grants Update – Appendix B-3

The College has received approval for a \$100,000 Cannon Foundation grant. The money will be used to renovate the former welding lab and grinding lab in Blair Hall. The areas will be converted into a metal-finishing lab which will be used by gunsmithing, metal engraving, knife making, and welding.

#### Foundation Update

In December, the Foundation received a gift of \$10,000 from Star Presbyterian Church to establish an endowed scholarship.

### **Building and Grounds Committee**

#### Facilities/Construction Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the Facilities/Construction update. Construction continues in Blair Hall.

The greenhouse project is progressing. Additional fans were ordered to increase air flow in the hoop house. The Golden Leaf Foundation along with state equipment funds will be used to pay for the fans.

## **Personnel Committee**

### **Personnel Appointments – Appendices D-1 – D-7**

Dr. Bledsoe shared Appendices D-1– D-7, Personnel Appointments. New appointments include Elizabeth Tedder, Accounting Technician/Accounts Receivable; Amy Goodwin, Director of Human Resources; Sharia Barber, NCWorks Customer Service Specialist; Ashley Saunders, Nursing Instructor; Amanda Boulware, Learning Resources Technical Assistant; Alicia Higgins, VA Financial Aid Specialist; and Marcus Ervin, Director of Facilities.

### **Notice of Resignation – Appendix D-8 – D12**

Dr. Bledsoe shared Appendices D-8 through D-12, the Employee Separation Forms for Melinda Hill, Director of Human Resources; Robin Gibson, Nursing Faculty; Wanda Frick, Director of Facilities; Mar'kisha Martin, Custodian; and Lucas Mingin, Lead Maintenance Technician/Electrical.

## **Curriculum/Student Services Committee**

### **Update from Vice President of Instruction and Student Services – Appendix E-1**

Dr. Bledsoe presented Appendix E-1, the update on Instructional, Student Services and Continuing Education activities.

Dr. Bledsoe announced that the Dental Assisting program has recently gone through a successful re-accreditation from the Council on Dental Assisting (CODA), while the Department Chair, Lori McAllister, was absent due to an accident involving a broken arm. Mrs. McAllister met with the accrediting committee virtually and Dean Amy Friery stepped in to assist. Regardless of the unusual situation, there was only one item found by the accrediting committee requesting information, and that information was readily available.

Dr. Natalie Winfree completed work on her PSY-150, General Psychology class, to earn a Quality Matters certification, which is a national recognition of quality in the development of a course.

In Gunsmithing, Mark Dye was able to acquire a large donation of firearms. Beretta has donated 300 guns to the Gunsmithing program.

Student Services admission and retention staff have put “community” in community college. Under Lynn Epps’ leadership, staff have been on site at every parade and event in the county handing out information about MCC.

In Continuing Education, 47 employees from Jordan Lumber were provided CPR training through our Customized Training program. Jordan Lumber has also added two new apprentices. The College now has 19 apprentices enrolled in the apprenticeship program.

Employees will be on site in the Candor Town Hall throughout the spring term to market college programs and College & Career Readiness opportunities (Adult High School, GED, ESL, etc.)



Under the leadership of Sydney Williams, there are currently 70 students enrolled in Heritage Crafts.

**Montgomery Community College Academic Calendar – Appendix E-2 (Action)**

Dr. Bledsoe presented Appendix E-2, the Montgomery Community College Academic Calendar for 2022 - 2023.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the 2022 – 2023 Academic Calendar. On a roll call vote, the motion passed unanimously.

**Legislative/Public Relations Committee**

**Legislative Updates**

Dr. Bledsoe reported the NC budget should be received by February 2022.

**Marketing Update – Appendix F-1**

There have been several press pickups recently, including the new SBC Director, Manufacturing Day, Quality Matters psychology class, and the Shooting Clay Tournament.

**Institutional Status Committee – Appendix G-1 (Action)**

Dr. Bledsoe presented Board Policy revisions. The revisions are recommended by the college attorney to ensure policies and procedures remain current with federal law and statutes.

Mrs. Bulthuis asked about some of the definitions of the college insurance, specifically, and surety bonds.

As an institution, MCC is required to maintain insurance on the facilities, individuals, and actions of individuals. Besides the standard, fire, flood and accident insurance, MCC carries insurance to cover actions by employees that could be detrimental to the institution. A surety bond would be a bond that would insure the College monetarily should an employee make a mistake or otherwise cost the College money; however, MCC doesn't take out surety bonds, the institution and the Board is covered by insurance instead.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the revisions to the Montgomery Community College Board Policy Manual. On a roll call vote, the motion passed unanimously.

**Form I-9 – Appendix G2**

Dr. Bledsoe presented Appendix G2, Form I-9, Employment Eligibility Verification. In 2017, MCC received guidance from the NC Association of Community College Trustees clarifying that the IRS does ask that we have this information in the employee file. The form is used to verify citizenship for employment.

**SGA Report – Appendix H**

Ms. Inman, SGA President, reported that the SGA sponsored a Hot Cocoa break for students in early December. They also sponsored two children from the Tree of Hope.

The Martin Luther King Jr. Service Project has been rescheduled due to the current surge of Covid-19 cases. The tentative rescheduled date is March 11, 2022, but is dependent on Covid-19 conditions. The meal-packing event brings together students and community volunteers to provide 10,000 meals for area residents. The SGA will meet next week to begin planning for spring events.

**President’s Report – Dr. Chad Bledsoe – Appendix I-1**

Dr. Bledsoe presented Appendix I-1, the President’s Board Report.

Dr. Bledsoe attended the Shooting Clay Tournament in November.

He recently met with representatives from the state, Senator Steve Jarvis and Representative Ben Moss and gave them a brief tour.

The SACSCOC annual meeting was held virtually this year. The College has begun preparing for the 10-year reaffirmation process.

Quality Trails, a two-day training event for faculty and staff, was held on January 4 – 5, 2022.

**Chairman’s Report – Claudia Bulthuis, Chairman – Appendix J-1 – J3**

Mrs. Bulthuis presented the letter from Governor Roy Cooper reappointing Mr. Bill Price.

Mrs. Bulthuis presented Appendix J-2, MCC Committee Assignments.

The Board of Trustees Calendar of Events for 2022 was shared with Board members. Mrs. Bulthuis noted that the MLK date of March 11, 2022 should be added.

Mrs. Bulthuis noted two important dates on the calendar: graduation on May 11, 2022 and the Board retreat on August 6, 2022.

The Board has begun their evaluation of the president, which they are required to do each year. Everyone who is a direct report to Dr. Bledsoe will receive a form to complete. The completed forms will be reviewed at the February Board meeting.

Mrs. Bulthuis asked for motion to adjourn the meeting at 7:01 p.m., Mr. Knowles made motion, seconded by Mrs. Bennett, the motion carried.

---

Claudia Bulthuis, Chairman

**Montgomery Community College  
County Funds - Board Report for December 2021**

	<b>2021-2022 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY22</b>
Salaries	256,455	125,485	130,970	<b>49%</b>
Benefits	130,872	66,092	64,781	<b>51%</b>
Contracted Services	16,496	8,907	7,589	<b>54%</b>
Supplies & Materials	45,132	10,299	34,833	<b>23%</b>
Professional Development (Travel)	1,200	175	1,025	<b>15%</b>
Utilities	295,716	171,455	124,261	<b>58%</b>
Repairs & Maintenance	19,878	11,974	7,904	<b>60%</b>
Membership & Dues	2,713	820	1,893	<b>30%</b>
Insurance & Bonding	38,751	1,150	37,601	<b>3%</b>
Other Current Expenses	7,804	1,724	6,080	<b>22%</b>
Non-Capitalized Equipment	983	-	983	<b>0%</b>
<b>Total Current Expense</b>	<b>816,000</b>	<b>398,082</b>	<b>417,918</b>	<b>49%</b>

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

Life-to-date Revenues as of State's November 2021 Report	<b>903,988</b>
Add: Prior FY Property Tax Allocations from County Report	<b>378,978</b>
Add: FY22 Property Tax Allocation from County Report	<b>50,878</b>
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	<b>175,000</b>
<b>Total Revenue</b>	<b>1,508,844</b>
Less: Prior FY Projects	(940,404)
Less: 2021-22 Projects	(185,413)
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 12/31/21</b>	<b>\$ 383,027</b>

**Montgomery Community College**  
**State Funds - Board Report for December 2021**

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries- Full Time		2,123,946		
Salaries- Part Time		417,838		
<b>Salaries- Full Time &amp; Part Time</b>		<b>2,541,784</b>		
<b>Benefits</b>		<b>902,691</b>		
Contracted Instruction		19,518		
Financial/Audit Services		3,542		
I.T. Contracted Services		7,276		
Other Contracted Services		930		
<b>Contracted Services</b>		<b>31,266</b>		
<b>Supplies &amp; Materials</b>		<b>101,668</b>		
<b>Professional Development &amp; Travel</b>		<b>23,098</b>		
<b>Communications</b>		<b>18,991</b>		
Equipment Repair		4,196		
Maintenance Agreements		22,723		
<b>Equipment Repairs &amp; Maintenance Contracts (I.T. Equipment)</b>		<b>26,919</b>		
<b>Advertising</b>		<b>26,364</b>		
<b>Other Current Services</b>		<b>21,242</b>		
Software License Renewal		53,641		
Other I.T. Rentals/ Leases		52,936		
<b>IT Rentals/Leases/Licenses</b>		<b>106,577</b>		
<b>Insurance and Bonding</b>		-		
<b>Membership &amp; Dues</b>		<b>3,509</b>		
<b>Minor Equipment</b>		<b>2,000</b>		
<b>Total Current Expense</b>		<b>3,806,107</b>		
Equipment		18,612		

**Montgomery Community College  
State Funds - Board Report for December 2021**

	<b>2021-2022 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY22</b>
Perkins Equipment		22,916		
Books		15,740		
<b>Equipment &amp; Books</b>		<b>57,268</b>		
<b>Total Expenses</b>		<b>3,863,375</b>		

Note: State budget has not been received as of December 31, 2021. Spending is in-line with December 2020.

**Montgomery Community College**  
**Institutional Funds- Board Report for December 2021**

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 12/31/21
1 Pell Overpayments	(5,683)	-	-	(5,683)
Veterans Reporting Fee	1,987	-	-	1,987
Overhead Receipts 75%	12,775	1,220	1,095	12,900
Current General & Miscellaneous	31,519	423	423	31,519
Administrative Support	2,807	672	3,479	-
Overhead Receipts 25%	11,456	407	-	11,863
Excess Fee Receipts	-	-	-	-
Textbook Rental	41,624	50	5,676	35,998
2 College Work Study	-	4,982	8,814	(3,832)
2 CARES Act-Institutional	(166)	130,933	147,181	(16,413)
Lost Revenue HEERF II	183,588	-	26,485	157,102
<b>Total Institutional Support</b>	<b>279,906</b>	<b>138,687</b>	<b>193,152</b>	<b>225,441</b>
Forestry Program	6,456	-	-	6,456
Specific Fees	104,391	42,675	26,575	120,491
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	16,893	-	-	16,893
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	72,588	9,234	605	81,217
<b>Total Curriculum Instruction &amp; Fees</b>	<b>202,310</b>	<b>51,909</b>	<b>27,180</b>	<b>227,039</b>
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	90,410	11,076	16,950	84,536
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,498	(91)	-	9,408
Specific Fees: Occupational Extension	100,491	13,215	4,917	108,790
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	55,054	18,000	20,269	52,785
3 DOL-AWESM Grant	(5,848)	5,848	8,054	(8,054)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
4 LSTA Grant	-	-	943	(943)
<b>Total Cont Ed/Non-Curriculum Inst &amp; Fees</b>	<b>269,456</b>	<b>48,048</b>	<b>51,133</b>	<b>266,371</b>
5 NCWorks Grant Adult Services/Dislocated Worker	-	27,483	59,966	(32,482)
5 NCWorks Finish Line Grant	(1,104)	724	905	(1,285)
<b>Total NC Works</b>	<b>(1,104)</b>	<b>28,207</b>	<b>60,871</b>	<b>(33,768)</b>
Operational Funds	61,997	-	26,506	35,491
6 Sales Tax Utilization	-	179,224	185,413	(6,189)
Agricultural Expansion	(88,875)	100,000	11,125	-
<b>Total Plant Operation &amp; Maintenance</b>	<b>(26,878)</b>	<b>279,224</b>	<b>223,044</b>	<b>29,302</b>
Vending	14,268	5,461	4,994	14,735
Bookstore Vending	58,190	5,035	-	63,225
General Store	1,327	12	23	1,316
Parking Fee	28,137	1,963	-	30,101
Student Government Association	38,075	15,238	8,611	44,702
Graduation Fund	2,628	195	-	2,823

**Montgomery Community College**  
**Institutional Funds- Board Report for December 2021**

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 12/31/21
Student Ambassador	28,831	1,701	-	30,532
Club Accounts	106,485	-	-	106,485
7 Agency Fund	(14,854)	-	-	(14,854)
Funds for Others	4,058	-	-	4,058
Restricted Scholarships Held	4,500	-	-	4,500
Loan Funds Held & Dist	-	-	-	-
<b>Total Proprietary/Other</b>	<b>271,645</b>	<b>29,606</b>	<b>13,627</b>	<b>287,623</b>
4 GEER Scholarship	-	1,407	1,499	(91)
FSEOG	-	11,912	11,912	-
8 Pell Grant	(7,053)	409,394	411,124	(8,784)
9 Education Lottery Scholarship	(50)	12,697	12,661	(14)
4 Golden LEAF	-	9,989	15,895	(5,906)
9 NC Community College Grant	(135)	18,902	18,861	(94)
High Demand/Low Enrollment	-	700	700	-
MCC Foundation Scholarship	1,249	77,909	77,209	1,949
Less Than Half-time	-	1,926	420	1,506
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
LongLeaf Commitment Grant	-	10,680	10,604	76
NCSEAA FELPS Sch	-	3,000	1,500	1,500
CARES Act-Student	465	462,968	462,968	465
<b>Total Student Aid- Grants &amp; Scholarships</b>	<b>(5,525)</b>	<b>1,025,984</b>	<b>1,029,853</b>	<b>(9,394)</b>
6 Capital Projects- Sales Tax Utilization/Ag Expansion	115,025	81,125	217,463	(21,313)
Golden LEAF-FY2020-085	(58,733)	140,983	82,250	-
<b>Total Capital Assets</b>	<b>56,292</b>	<b>222,108</b>	<b>299,713</b>	<b>(21,313)</b>
<b>Total Institutional Funds: First Bank</b>	<b>1,046,102</b>	<b>1,823,771</b>	<b>1,898,572</b>	<b>971,302</b>
<b>STIF Account as of 12/31/21</b>		<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
Operational Funds		27	45,089	45,117
Self Supporting- Continuing Education		7	10,900	10,906
Technology Fees		49	80,056	80,105
Bookstore		39	63,196	63,234
<b>Total Institutional Funds: State Treasury</b>		<b>121</b>	<b>199,241</b>	<b>199,362</b>

- 1 Pell Overpayment(Due from Students)
- 2 Due from Dept. of Ed
- 3 Due from Forsyth Tech
- 4 Due from State
- 5 Due from NC Works (WIOA)
- 6 Due from County
- 7 FA Bookstore Charges
- 8 Due from Students
- 9 Due from College Foundation

**Montgomery Community College  
FY 2022-2023 County Budget**

	<b>Budget 20-21 Actual at YE</b>	<b>Budget 21-22 as of 12-31-2021</b>	<b>% Difference FY21 vs FY22</b>	<b>Requested FY22-23</b>	<b>% Difference FY22 vs FY23</b>
Salaries	250,416	256,455	2%	262,866	2.5%
Benefits	130,017	130,872	1%	132,835	1.5%
Contracted Services	16,567	16,496	0%	17,156	4.0%
Supplies & Materials	53,517	45,132	-16%	47,389	5.0%
Professional Development (Travel)	170	1,200	606%	1,200	0.0%
Utilities	278,630	295,716	6%	316,416	7.0%
Repairs & Maintenance	30,449	19,878	-35%	20,574	3.5%
Membership & Dues	720	2,713	277%	2,713	0.0%
Insurance & Bonding	30,833	38,751	26%	40,689	5.0%
Other Current Expenses	3,081	7,804	153%	7,960	2.0%
Non-Capitalized Equipment	-	983	-	1,032	5.0%
<b>Total Current Expense</b>	<b>794,400</b>	<b>816,000</b>	<b>2.7%</b>	<b>850,830</b>	<b>4.3%</b>



**MONTGOMERY COMMUNITY COLLEGE**  
**Equipment, Maintenance and Capital Improvements**  
**FY 2022-23**

Appendix - B2

<b><u>Equipment Needs included in County Facilities Maint/Capital Improvement Fund</u></b>	<b><u>Estimated Cost</u></b>
Self- dumping hopper- forklift accessory	\$ 2,000
Scissor Lift	25,000
5 x 8 Dump Trailer	3,000
Car	25,000
Key Punch for New Keying System John	1,300
John Deere Gator	10,000
	<b><u>\$ 66,300</u></b>

<b><u>Current Building/Grounds Improvement &amp; Repairs County Facilities Maint/Capital Improvement Fund</u></b>	<b><u>Estimated Cost</u></b>
Update Campus Fire Alarm System	\$ 25,000
Update On-Campus Security Communication Systems	60,000
Update Campus Burglar Alarm	50,000
HVAC Controls Updates	20,000
	<b><u>\$ 155,000</u></b>

<b><u>Future (2-5 Years) Building/Grounds Improvement &amp; Repairs County Facilities Maint/Capital Improvement Fund</u></b>	<b><u>Estimated Cost</u></b>
Grind and polish floors in Building 600	\$ 50,000
Update Bldg 600 HVAC Units	40,000
Concrete repairs, Walkways Connected	15,000
	<b><u>\$ 105,000</u></b>

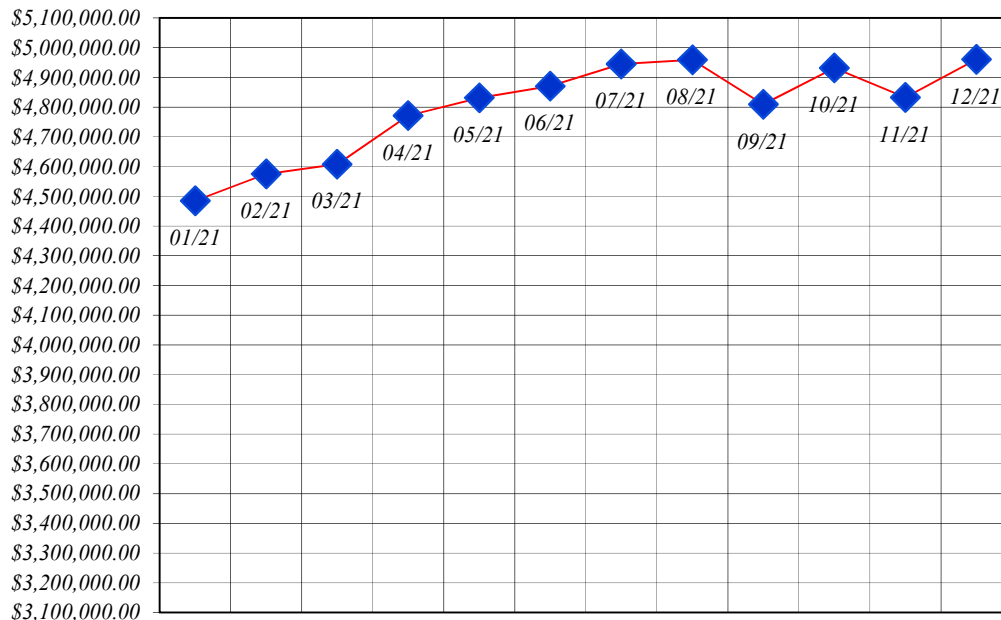
# Montgomery Community College Foundation

Appendix - B3

## Funds Statement FY 2021-2022

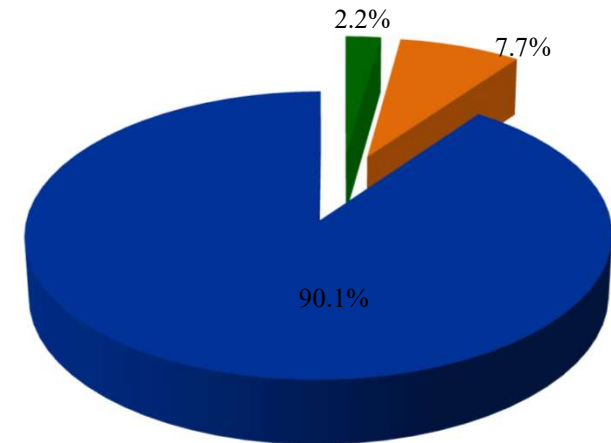
	Fiscal Year To Date 7/1/2021 thru 6/30/2022				Month of December 2021			
	Wells Fargo	STIF	First Bank	Total	Wells Fargo	STIF	First Bank	Total
<b>Beginning Value</b>	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97	\$4,329,019.88	\$393,027.81	\$110,218.52	\$4,832,266.21
<b>Receipts</b>								
Interest/Dividends	\$52,149.90	\$246.70	\$10.52	\$52,407.12	\$27,328.35	\$30.88	\$1.86	\$27,361.09
Deposits	\$17,240.00	\$29,311.99	\$97,620.01	\$144,172.00	\$260.00	\$1,285.00	10,311.00	\$11,856.00
<b>Total Receipts</b>	\$69,389.90	\$29,558.69	\$97,630.53	\$196,579.12	\$27,588.35	\$1,315.88	\$10,312.86	\$39,217.09
<b>Disbursements</b>								
Fees/Withdrawals	\$78,895.57	\$112,853.94	\$75,773.58	\$267,523.09	\$1,081.68	\$11,812.10	\$9,852.82	\$22,746.60
<b>Total Disbursements</b>	\$78,895.57	\$112,853.94	\$75,773.58	\$267,523.09	\$1,081.68	\$11,812.10	\$9,852.82	\$22,746.60
<b>Market Value Net Change</b>	\$160,794.22	\$0.00	\$0.00	\$160,794.22	\$111,823.52	\$0.00	\$0.00	\$111,823.52
<b>Ending Value</b>	\$4,467,350.07	\$382,531.59	\$110,678.56	\$4,960,560.22	\$4,467,350.07	\$382,531.59	\$110,678.56	\$4,960,560.22
<b>Net Change</b>	\$151,288.55	(\$83,295.25)	\$21,856.95	\$89,850.25	\$138,330.19	(\$10,496.22)	\$460.04	\$128,294.01

### Foundation Funds Value



January 2021 - December 2021

### Foundation Funds Distribution



■ First Bank ■ STIF ■ Wells Fargo

Equipment Transfer  
February 2022  
Foundation Office

Approximate Value	Item	Transfer To
\$67,323.67	Complete Mechanical Drives Learning System (Purchased with Duke Energy Apprenticeship Grant Funds)	Apprenticeship Program
<u>\$67,323.67</u>	<u>Total</u>	

## Montgomery Community College Facilities and Construction Update February 2022

### Construction

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

1<sup>st</sup> phase for roof replacement – The roofing project has been completed.

2<sup>nd</sup> phase (building renovations and HVAC upgrades) Most of the renovations have been completed. All restrooms have been completed pending final inspection by architect and administration (MCC).

- Budget: (NC Bond) \$3,895,000 (Golden Leaf) \$150,000
- Disbursed to Date: (NC Bond) \$3,519,249 (Golden Leaf) \$150,000

- **Greenhouse Project**

The construction team has finished the installation of the NFT (Nutrient Film Technique) System, Bucket System, Aquaponics System, and Flood & Drain System. The Greenhouse passed its final inspection by the county. Training on the Control system will take place in the coming weeks.

- Budget: (Golden Leaf) \$375,000 (County Agricultural Expansion) \$100,000
- Disbursed to Date: (Golden Leaf) \$215,983 (County Agricultural Expansion) \$46,288



- **Metal Finishing Room (Gunsmithing)**

The contractor and subcontractors should begin work in this area in the next few weeks.

### Facilities

Maintenance replaced the fluorescent lights in the Student Lounge with more energy efficient LED lights.

*Figure 1 Before*



*Figure 2 After*



## Employee Separation Form

<b>Name of Person</b>	Carol Holton
<b>Position</b>	Director of Institutional Effectiveness / SACS Liaison
<b>Position Category</b>	Staff – Level 3
<b>Salary</b>	\$51,072
<b>Date of Employment</b>	September 17, 2013
<b>Date of Separation</b>	December 31, 2021
<b>Reason</b>	Retirement

### Position Description:

The Director of Institutional Effectiveness/SACSCOC Liaison provides leadership and oversight for institutional planning processes, conducts research and analysis for informed decision making, and develops institutional assessment systems to ensure accountability and effectiveness. He/she assists the senior administration in implementing a planning, management and assessment program, and facilitating the management of the college's strategic plan. The Director of Institutional Effectiveness/SACSCOC Liaison reports directly to the President and serves as a member of the President's Cabinet.

## Employee Separation Form

<b>Name of Person</b>	Courtney Atkins
<b>Position</b>	Assistant to the President
<b>Position Category</b>	Staff
<b>Salary</b>	\$34,860
<b>Date of Employment</b>	3/01/2018
<b>Date of Separation</b>	1/14/2022
<b>Reason</b>	Voluntary Resignation

### Position Description:

The focus of this position revolves around the Board of Trustees and Foundation Board of Directors, minutes of Cabinet, staff, and both board meetings; general administrative and clerical duties. This position will operate within the confines of the above parameters and will handle anticipated problems of a routine nature. Unanticipated problems are discussed with the President. Person will use tact and good judgement in daily communication with board members, high ranking officials, and the general public. General knowledge of the Board Policies and Bylaws and the Operational Manual is required.

## Employee Separation Form

<b>Name of Person</b>	Riley Beaman
<b>Position</b>	Director of Public Safety & Health Occupation Programs
<b>Position Category</b>	Staff
<b>Salary</b>	\$50,088
<b>Date of Employment</b>	1/02/2004
<b>Date of Separation</b>	1/19/2022
<b>Reason</b>	Voluntary Resignation

### Position Description:

The Director of Director of Health and Public Safety Programs is responsible for the development and delivery of Continuing Education programs that: 1) train students to enter careers in healthcare and/or 2) provide state mandated training opportunities for members of fire, law, and emergency service agencies. The position is responsible for ensuring compliance with State Board of Community Colleges code and for ensuring all reporting and operational mandates are met without exception.

## Employee Separation Form

<b>Name of Person</b>	Quint Dunlap
<b>Position</b>	Automotive Instructor
<b>Position Category</b>	Faculty
<b>Salary</b>	\$52,008
<b>Date of Employment</b>	7/13/2021
<b>Date of Separation</b>	1/14/2022
<b>Reason</b>	Voluntary Resignation

### Position Description:

The instructor will create an effective learning environment keeping current with information and skills in the respective teaching field. Also, assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students will be a key role of the instructor. Other duties include: maintaining current course syllabi, accurate records, textbook selection, equipment, and supplies.



## **Board Report Instruction and Student Services February 9, 2022**

### **Instruction**

#### **Health and Human Services**

The Human Services program will again coordinate the MLK service project for the College, which has been rescheduled for March 11, 2022. Volunteers will be building food packets again for members of the community in need of food support.

#### **Career and Technical Education**

The Welding simulators have been installed in the welding classroom. The simulators allow students to practice welds before attempting them “live”. This will save materials and help students improve their skills. The FFA chapter is progressing with sign-up and the first Montgomery Central jackets have arrived.

#### **Arts and Sciences**

Phi Theta Kappa invitations will go out in early February with installation planned for April, 2022. Warren Colavito is using images that he printed using the 3-D printer to explain concepts in his Calculus class. The College will offer the Mental Health First Aid workshop in February, 2022 for faculty and staff.

#### **Gunsmithing**

The Gunsmithing program is awaiting the arrival of 300 bolt-action rifles that were donated by Beretta Arms for students to use in projects for the program. Students will be able to purchase some of the guns to use in their barreling projects. Work is progressing on the renovations to the grinding and bluing room thanks to the Cannon Foundation Grant.

#### **Early College**

Recruitment for the next class of the Early College has begun. Interest sessions were held at East and West Middle Schools as well as at the College. The deadline to apply is February 24, 2022. College early acceptance notifications are beginning to arrive for our transfer students and there is excitement in the air. To date, seven students have been accepted to UNC and nine students have been accepted to NC State. As of the end of December, the total of scholarships offered to this year’s graduating class exceeds ten million dollars.

### **Student Services**

Study Hall is occurring every Friday from 8:00 am to 1:00 pm to provide academic support. Students can drop in for assistance during that time. Students can self-identify and/or faculty, utilizing AVISO, can communicate student needs including missing assignments and other student needs. Recruiting activities continue with events in the area including Candor town hall on Mondays, the CTE Fair in Moore County, and the CTE Open House at MCS. There are currently 82 LPN applicants who are eligible to sit for the TEAS exam. They will be scheduling testing during the month of February. Operation Stay Motivated, in partnership with Continuing Education, Student Services, and the MCC Foundation, will

encourage students to stay motivated and engaged by offering the opportunity to win prizes once a month during the Spring semester.

## **Continuing Education**

### **Business & Industry Services**

Staff launched a virtual front line leadership training series to best prepare front line supervisors to be better mentors and leaders. The goal of the training is to increase industry retention rates by enhancing supervisor's abilities to manage a diverse workforce.

### **College and Career Readiness (CCR)**

Staff met with Mt. Gilead town manager David Smith, to define a plan to increase the college's presence and marketing ability within the community. The goal is to leverage the college's existing educational resources at the Highland Community Center and develop new programming opportunities.

### **Health & Public Safety**

The recent announcement of the Pharmacy Tech program garnered a lot of interest within the first week. Five students registered for the course and 13 others that expressed interest are either verifying schedules or seeking financial assistance.

### **Heritage Crafts**

The Hoppin' Homebrew Beer making class was so popular last semester that another section will be added in the spring.

### **NCWorks**

January 13, 2022 staff hosted a hiring event for Saputo Dairy at the Workforce Development Center. Approximately 20 applicants attended the event.

### **Small Business Center (SBC)**

Montgomery Community College's Small Business Center hosted five successful virtual seminars. Topics ranged from the basics of bookkeeping, funding your business, and how to start a childcare center. The how to start a childcare center series is a collaboration between the Small Business Center, Montgomery County Partnership for Children, and Montgomery Community College's Early Childhood education program.

# Board Report - Marketing Update – February, 2022 Meeting

## Foundational Initiatives (new tools and resources needed for success)

Skilled Trades Brochure - underway

## Promotional Activities (events and advertising we purchased)

Late Registration Ads in Montgomery Herald

## Press Releases and Stories (sent to media outlets, posted online)

New High-Tech Areas in Library

Cannon Grant funding

EMS Credentials

## Press Pickups

New High-Tech Areas in Library

Cannon Grant funding

EMS Credentials

**Blaze Your Trail to Spring Registration!**

There has never been a more affordable time to pursue your education! Our financial aid teams can explain the types of assistance you may be eligible to receive. Whether your goal is to enroll in a technical field, to prepare for further academic studies, or to obtain a degree to assist in career development, MCC is ready to help you spring forward to meet your educational goals!

**Popular Program Offerings**

- Degrees & Diplomas
- Business Administration
- Criminal Justice
- Early Childhood
- Electrical Systems Technology
- Forest Management Technology
- General Education
- Human Services
- Hunting and Shooting Sports Management
- HVAC
- Industrial Systems Technology
- Medical Assisting
- Medical Office Administration
- Nurse Aide
- Office Administration
- Philosophy
- Taxidermy
- Teacher Preparation
- University Transfer
- Welding

**Certificates**

- Automotive Systems Technology
- Culinary Arts
- Facilities Maintenance
- Sustainable Agriculture

**Join Us!**

**In-Person Registration Event**  
Thursday, January 6th

**Session 1**  
9am—Noon

**Session 2**  
4pm—7pm

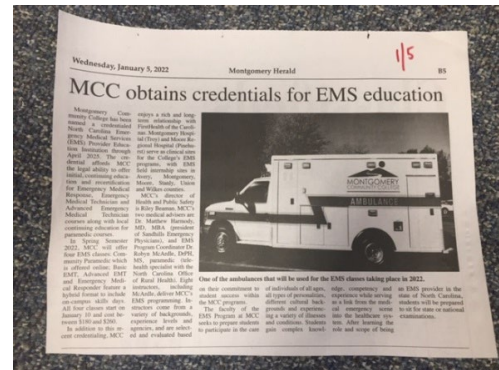
**MCC Campus**  
1011 Page Street, Troy

No matter where you are in the admissions process, our staff is ready to assist you with:

- Applying for admission
- Applying for financial aid
- Registering for classes

**MONTGOMERY COMMUNITY COLLEGE**

Montgomery Community College | 1011 Page Street, Troy, NC 27071 | www.montgomery.edu



## Social Media Statistics (Facebook)

2021-2022	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Reactions	New metric		941	1011	567	248						
Comments/Shares	New metric		187	204	102	161						
Reached	6,760	6,958	10,312	11,417	6,350	12,948						
Engaged	1,568	989	2,252	2,056	2,188	1,827						
New Followers	26	34	25	42	14	49						
Total Followers					3,198	3,249						

**Student Government Association**

The SGA along with the Student Services staff sponsored a Food Trucks on February 1, 2022 for food break. Higgins and Son and Everything Rolled provided a nice alternative to start off February.

**President's Report  
February 9, 2022**

**Activities since the January Board Meeting**

1/13/22	Belk Center President's Academy Meeting
1/14/22	Community College Regional Listening Session
1/17/22	State Ethics and SEI Training
1/19/22	Safety Training
1/20/22	Cabinet Meeting
1/26/22	First Health Advisory Board Meeting
1/27/22	NCACCP Business Meeting

**Upcoming Activities**

3/1/22	County Budget Presentation
--------	----------------------------

**Board of Trustees Information**

<https://www.montgomery.edu/bot>



*Blaze Your Trail*

**Board of Trustees Calendar of Events**

**2022**

February 9, 2022	11:30 a.m.	Foundation Board Meeting
February 9, 2022	5:30 p.m.	Committee/Board Meeting
March 9, 2022	5:30 p.m.	Committee/Board Meeting
March 11, 2022	TBD	MLK Day Food Packaging Event
March 30, 2022-April 1, 2022		NCACCT Law/Legislative Seminar (Raleigh, NC)
April 13, 2022	5:30 p.m.	Committee/Board Meeting
May 11, 2022	11:30 a.m.	Foundation Board Meeting
May 11, 2022	5:30 p.m.	Board Meeting
May 11, 2022	7:00 p.m.	Graduation
June 8, 2022	5:30 p.m.	Committee/Board Meeting
July, 2022		No Board Meeting
August 6, 2022	8:00 a.m.	Board Retreat/Meeting
September 14, 2022	5:30 p.m.	Committee/Board Meeting
October 12, 2022	5:30 p.m.	Committee/Board Meeting
November 8, 2022	5:30 p.m.	Committee/Board Meeting
December 16, 2022	6:00 p.m.	Board Christmas Dinner

## North Carolina State Ethics Commission Education Website

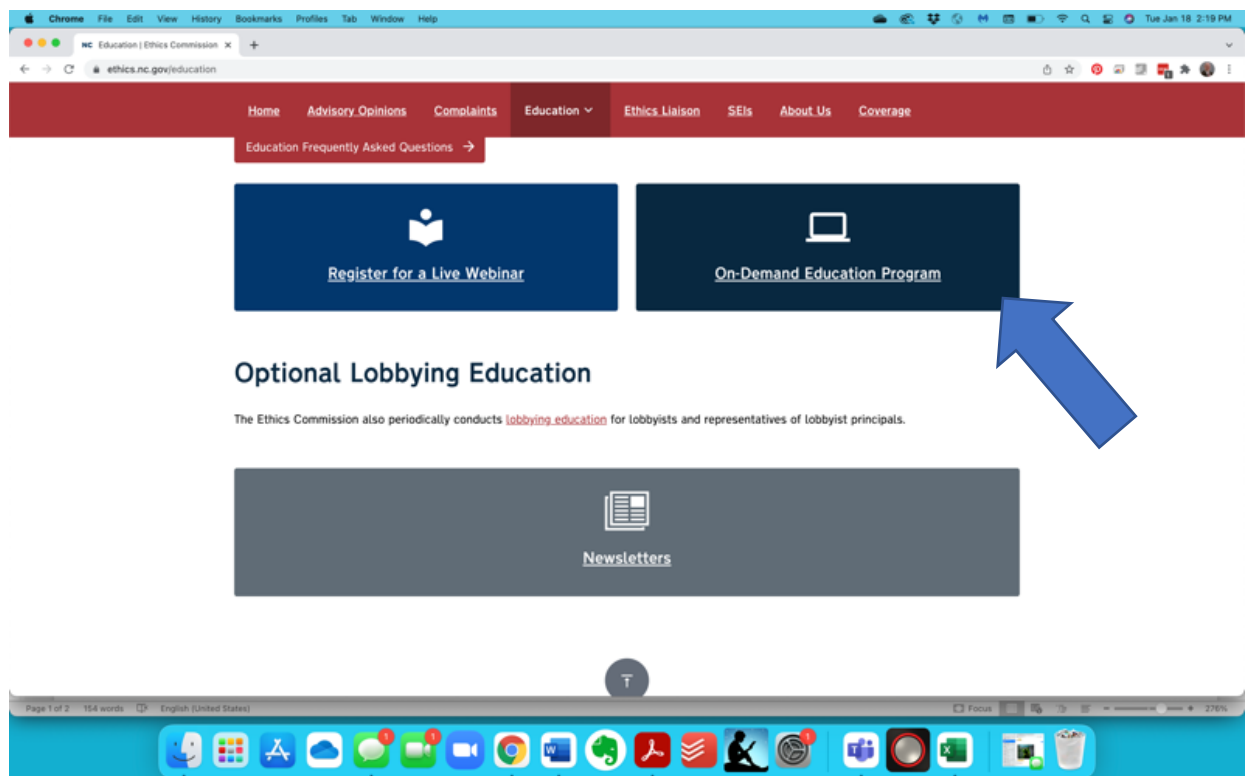
### Mandatory Ethics Education

The State Government Ethics Act requires that public servants, legislators, legislative employees and ethics liaisons attend an ethics and lobbying education presentation within six months of assuming their positions and every two years thereafter. Those presentations cover:

- Filing a Statement of Economic Interest (“SEI”)
- Monitoring and avoiding conflicts of interest
- The gift ban and its exceptions
- Prohibition on use of public position for private gain
- Lobbying and how it affects individuals covered by the State Government Ethics Act

Failure to attend an ethics and lobbying education presentation is a violation of the State Government Ethics Act and may result in the individual being recommended for removal from their public position or disciplined in their State job.

For individuals who wish to complete required ethics training online please choose the link titled “On-Demand Education Program”)



<https://ethics.nc.gov/education>

Pulled from Ethics Commission website 1/19/2022

<b>Full Name</b>	<b>Appointment Year</b>	<b>Appointment End Date</b>	<b>Last SEI Received Date</b>	<b>Last Education Received Date</b>	<b>Next Education Due Date</b>
Philip Absher	2015	6/30/24	5/27/21	8/25/21	8/25/23
Tawanda Bennett	2020	6/30/24	4/30/21	9/14/20	9/14/22
Claudia Bulhuis	2008	6/30/23	4/14/21	9/24/21	9/24/23
Gelynda Capel	1985	6/30/25	3/8/21	8/28/20	8/28/22
Katherine Dunlap	2019	6/30/23	3/1/21	4/23/21	4/23/23
Susan Eggleston	2021	6/30/25	9/26/21	9/24/21	9/24/23
Robert Harris	2018	6/30/22	3/1/21	8/28/20	8/28/22
Kerry Hensley	2019	6/30/23	3/19/21	4/23/21	4/23/23
Philip Jones	2020	6/30/22	4/1/21	8/28/20	8/28/22
Gordon Knowles	2014	6/30/22	4/1/21	1/29/20	1/29/22
William Price	2017	6/30/25	4/1/21	3/23/20	3/23/22

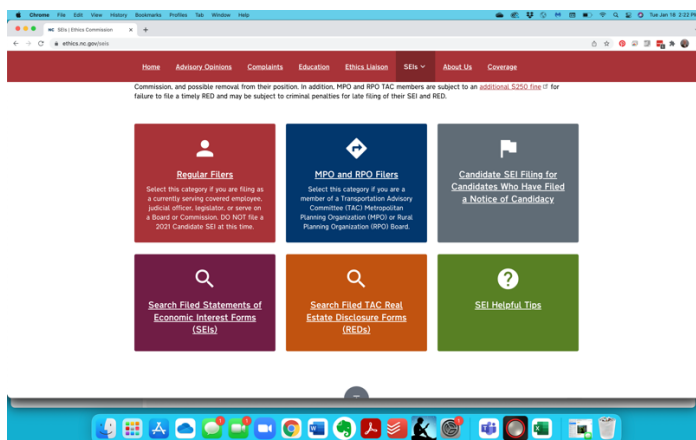


## North Carolina State Ethics Commission Statement of Economic Interest Website

Persons subject to the State Government Ethics Act [must file](#) a Statement of Economic Interest ("SEI") prior to being appointed, employed, or elected and annually by April 15th of each year. The Ethics Commission evaluates SEIs filed by Executive Branch officials, referred to as public servants.

In addition, members of [Metropolitan](#) and [Rural](#) Planning Organizations ("MPO" and "RPO") Transportation Advisory Committees ("TACs") must file an SEI and a Real Estate Disclosure Form ("RED") annually by April 15th of each year.

Those who do not file required SEIs within 60 days of the **April 15th deadline** are [subject to a \\$250 fine](#), to be assessed by the State Ethics Commission, and possible removal from their position. In addition, MPO and RPO TAC members are subject to an [additional \\$250 fine](#) for failure to file a timely RED and may be subject to criminal penalties for late filing of their SEI and RED.



<https://ethics.nc.gov/seis>