



Board of Trustees Monthly Meeting

Wednesday, February 8, 2023

Montgomery Community College (Capel Hall)

1011 Page St.

Troy, NC, 27371

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, February 8, 2023 at 7:00 PM in the Boardroom in Capel Hall. Committee meetings will begin at 5:30 p.m.

Although attending the meeting in person is strongly encouraged, arrangements can be made for remote attendance by contacting Mrs. Clyburn.

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, February 8, 2023 at 7:00 p.m. in the Board of Trustees Boardroom in Chapel Hall. **Committee meetings will begin at 5:30 p.m.**

Call to OrderClaudia Bulthuis, Chairman

Welcome and Announcements.....Claudia Bulthuis

Prayer.....Claudia Bulthuis

Approval of the Agenda – (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 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 - Associates in Engineering Warren Colavito & Stephanie Weishner

Approval of November Board and Committee Minutes– Appendix A (Action)..... Claudia Bulthuis

Standing Committees

Budget & Finance Committee..... Kerry Hensley, Committee Chairman

- Financial Report – **Appendix B-1 (Action)**
- Financial Audit Report FY2021-2022 – **Appendix B-2**
- County Budget Request – Appendix B-3
- Foundation Fund Statement– **Appendix B-4**
- Foundation Update

Building & Grounds Committee..... Gordon Knowles, Committee Chairman

- Facilities and Construction Report – **Appendix C-1**

Personnel Committee.....Phil Absher, Committee Chairman

- Personnel Appointments – **Appendix D-1**

Curriculum/Student Services Committee..... Bill Price, Committee Chairman

- Update from Instruction/Student Services – **Appendix E-1**
- Classroom Visitation Report – **Appendix E-2**

Legislative/Public Relations CommitteeDr. Katherine Dunlap, Committee Chairman

- Legislative Update
- Public Relations/Marketing Update – **Appendix F-1**

Institutional Status Committee.....Robert Harris, Committee Chairman

- 2023 MCC Institutional Effectiveness Plan– **Appendix G-1**Hunter Smith

SGA Report – Appendix H..... Reagan Hunsucker, SGA President

President’s Report Dr. Chad Bledsoe

- Activities Since Previous Board Meeting – **Appendix I-1**

Chairman’s ReportClaudia Bulthuis

- Calendar of Events – **Appendix J-1**
- Ethics Training and Statements of Economic Interest – **Appendix J-2**
- Presidential Evaluation Schedule
 - BOT receives Direct Report Forms at February BOT Meeting.
 - BOT receives evaluation form at February BOT Meeting.
 - BOT returns completed forms by March BOT Meeting.
 - Results are compiled and reviewed by BOT at April BOT Meeting.
 - Results are discussed with Dr. Bledsoe at April BOT Meeting.
- 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)**
- Report on Closed Session

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

Budget & Finance Committee Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2023 at 5:30 p.m. in the Montgomery Community College Boardroom.

Present

Kerry Hensley, Chairman
Phil Absher
Philip Jones
Gordon Knowles
Claudia Bulthuis

Absent

Bill Price

Others Present

Tawanda Bennett
Gelynda Capel
Dr. Katie Dunlap
Susan Eggleston
Kerry Hensley
Reagan Hunsucker SGA
President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services(**R**); Jeanette McBride, Vice President of Administrative Services, Korrie Ervin, Special Project Coordinator/Grant Writer, and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was called by Mrs. Hensley.

Mr. Absher made a motion, seconded by Mr. Knowles, to approve the November committee minutes. The motion carried.

October & November Financial Reports – Appendix B-1 – Jeanette McBride (Action)

Mrs. McBride presented Appendix B-1, the October & November Financial Reports.

- As of October 31, 2022, County fund expenditures were \$263,553 or, 31% of the budget.
- As of October 31, 2022, there were \$445,375 available for Capital Expenditures.
- As of October 31, 2022, State funds expenditures were \$2,823,533 or, 29% of the budget.
- As of October 31, 2022, the Institutional Fund balance was \$976,271.
- As of October 31, 2022, the balance in the STIF account was \$200,468.
- As of November 30, 2022, County fund expenditures were \$327,844 or, 39% of the budget.
- As of November 30, 2022, there were \$442,801 available for Capital Expenditures.
- As of November 30, 2022, State funds expenditures were \$3,586,154 or, 37% of the budget.
- As of November 30, 2022, the Institutional Fund balance was \$969,168.
- As of November 30, 2022, the balance in the STIF account was \$200,766.

Mrs. Bulthuis made a motion, seconded by Mr. Knowles, to approve the October and November Financial funds. The motion carried.

October & November Foundation Fund Statement – Appendix B-2 –Dr. Bledsoe

Dr. Bledsoe presented Appendix B-2, the October and November Foundation Fund Statement.

- Dr. Bledsoe gave a Foundation Update. As of October 31, 2022, the Foundation fund statement totaled \$4,102,956.94.
- As of November 30, 2022, the Foundation fund statement totaled \$4,219,767.10. This reflects a market change increase of \$181,510.04 for the month.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation update. The Annual Fund Drive kicked off for 2023 during Quality Trails. To date the College is at 68% of the 100% employee giving.

The College was approved and received a \$5,000 Carolina Farm Credit grant.

There being no further business, the meeting adjourned at 5:48 p.m.

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2023 at 5:48 p.m. in the Montgomery Community College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
Susan Eggleston
Robert Harris

Absent

Others Present

Phil Absher
Tawanda Bennett
Kerry Hensley
Philip Jones
Reagan Hunsucker

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services(**R**); Jeanette McBride, Vice President of Administrative Services, Korrie Ervin, Special Project Coordinator/Grant Writer, and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison.

Gordon Knowles, Chairman, called the meeting to order.

Committee roll was called by Mr. Knowles.

Mrs. Eggleston made a motion, seconded by Dr. Dunlap, to approve the November Committee minutes. The motion carried.

Facilities and Construction Report – Appendix C-1 – Dr. Bledsoe

Dr. Bledsoe presented Appendix C-1, the Facilities and Construction report. New air handlers and a new chiller are currently being installed in Blair Hall (Building 100). A new wall was constructed in the CATS lab to expand access to a classroom.

3-1 Blair Hall Classroom & Business Office Renovations – Appendix C-2– Action

Dr. Bledsoe presented Appendix C-2, the request to approve the 3-1 Blair Hall Classroom and Business Office renovations.

Mrs. Eggleston made a motion, seconded by Dr. Dunlap, to approve the request for the 3-1 Blair Hall Classroom and Business Office renovations. The motion carried.

Open-End Design Agreement Proposal – Appendix C-3– Action

Dr. Bledsoe presented Appendix C-2, the request to approve the Open-End Design Agreement Proposal.

Mrs. Eggleston made a motion, seconded by Dr. Dunlap, to approve the request for the Open-End Design Agreement Proposal. The motion carried.

There being no further business, the meeting adjourned at 5:50 p.m.

Personnel Committee Minutes

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2023 at 5:50p.m. in the Montgomery Community College Boardroom.

Present

Phil Absher, Chairman
Susan Eggleston, Vice Chairman
Tawanda Bennett
Robert Harris
Kerry Hensley
Claudia Bulthuis
Gelynda Capel

Absent

Others Present

Katie Dunlap
Philip Jones
Gordon Knowles
Reagan Hunsucker

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services(**R**); Jeanette McBride, Vice President of Administrative Services, Korrie Ervin, Special Project Coordinator/Grant Writer, and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was called by Mr. Absher.

Mrs. Hensley made a motion, seconded by Mrs. Eggleston, to approve the November committee minutes. The motion carried.

Personnel Separations– Appendix D-1

Dr. Bledsoe presented Appendix D-1, The Personnel Separations for Teresa Hudson, Assistant to Career and College Readiness/Instructor; and Carolyn Saunders, Nursing Instructor.

November Personnel Appointment – Appendix D-2

Dr. Bledsoe presented Appendix D-2, the November Personnel Appointment for Korrie Ervin, Special Project Coordinator/Grant Writer.

December Personnel Appointments – Appendix D-3

Dr. Bledsoe presented Appendix D-3, the December Personnel Appointments for Emily Tucker, Director of Resource Development; and Caron Van Waardenburg, Assistant to Career and College Readiness/Instructor.

There being no further business, the meeting adjourned at 6:00 p.m.

Curriculum/Student Services Committee

Minutes

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2023 at 6:00 p.m. in the Montgomery Community College Boardroom.

Present

Bill Price, Chairman
Dr. Katie Dunlap, Vice Chairman
Tawanda Bennett
Claudia Bulthuis
Philip Jones

Absent

Tim McAuley Sr.

Others Present

Philip Absher
Gelynda Capel
Kerry Hensley
Gordon Knowles
Susan Eggleston
Robert Harris
Reagan Hunsucker SGA
President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services(R); Jeanette McBride, Vice President of Administrative Services, Korrie Ervin, Special Project Coordinator/Grant Writer, and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was called by Mr. Price,

Mrs. Bulthuis made a motion, seconded by Dr. Bennett, to approve the November committee minutes. The motion carried.

Update from Vice President of Instruction and Student Services – Appendix E-1 – Lee Proctor

Mr. Proctor presented Appendix E-1, the updates on Instructional, Student Services and Continuing Education activities.

- Dean of Health and Human Services; Amy Friery participated in an articulation signing with UNC-Wilmington for the Social Work program. Montgomery Community College will be able transfer to UNC-Wilmington with this 2-plus-2 agreement.
- Montgomery Community College and Montgomery County Schools hosted a CTE open house for parents and student to see what programs are available through the College and Career Promise program (CCP).
- The Gunsmithing students will be participating in the upcoming SHOT show.
- Student Services staff have been focusing on registration for the upcoming semester
- Seven HVAC students have successfully completed their EPA certification.
- Leadership Montgomery hosted a Business and Industry Day with tours being completed at First Health Montgomery Memorial, Mohawk Industries, Jordan Lumber, Aberdeen Carolina Western Railway and Saputo.

- Health and Public Safety received a Farm Credit Carolina Grant to start an Agricultural Rescue program.
- The Montgomery County NCWorks Career Center hired Cherbrooke Bostic as the new part time Workforce Investment Opportunity Act (WIOA) Youth Program Specialist.

2023-24 Academic Calendar– Appendix E-2 (Action)

Mr. Proctor presented Appendix E-2, the 2023-24 Academic Calendar.

Dr. Philip Jones made a motion, seconded by Dr. Tawanda Bennett, to approve the 2023-24 Academic Calendar. The motion carried.

There being no further business, the meeting adjourned at 6:08 p.m.

Legislative/Public Relations Committee Minutes

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2023 at 6:08 p.m. in the Montgomery Community College Boardroom.

Present

Katie Dunlap, Chairman
Claudia Bulthuis, Vice Chairman
Tawanda Bennett
Bill Price

Absent

Tim McAuley Sr.

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
Robert Hariss
Kerry Hensley
Philip Jones
Gordon Knowles
Reagan Hunsucker SGA
President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services(**R**); Jeanette McBride, Vice President of Administrative Services, Korrie Ervin, Special Project Coordinator/Grant Writer, and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison.

Dr. Katie Dunlap, Chairman, called the meeting to order.

Committee roll was called by Dr. Dunlap.

Mr. Price made a motion, seconded by Mrs. Bulthuis, to approve the November committee minutes. The motion carried.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe shared a legislative update.

Public Relations/Marketing Update – Kelly Morgan – Appendix F-1

Kelly Morgan presented Appendix F-1, the Public Relations/Marketing Update. She shared that there were several press pickups by the local newspaper, the BLET Transition, Greenhouse Ribbon Cutting and the UNC-Wilmington agreement.

There being no further business, the meeting adjourned at 6:14 p.m.

Institutional Status Committee Minutes

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 11, 2023 at 6:14 p.m. in the Montgomery Community College Boardroom.

Present

Robert Harris, Chairman
Susan Eggleston, Vice Chair
Gelynda Capel
Claudia Bulthuis
Philip Jones

Absent

Others Present

Phil Absher
Tawanda Bennett
Dr. Katie Dunlap
Bill Price
Kerry Hensley
Gordon Knowles
Reagan Hunsucker SGA
President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services(**R**); Jeanette McBride, Vice President of Administrative Services, Korrie Ervin, Special Project Coordinator/Grant Writer, and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison.

Robert Harris, Chairman, called the meeting to order.

Committee roll was called by Mr. Harris.

Mrs. Eggleston made a motion, seconded by Dr. Jones, to approve the November committee minutes. The motion carried.

Board Policy Manual – Dr. Bledsoe – Appendix G-2 Second Reading (Action)

Dr. Bledsoe presented AppendixG-2, Board Policy2.3.12-Institutional Research Policy for a second reading.

Board Policy Manual – Dr. Bledsoe – Appendix G-3 Second Reading (Action)

Dr. Bledsoe presented AppendixG-3, Board Policy 4.1.3- Curriculum Development for a second reading.

Board Policy Manual – Dr. Bledsoe – Appendix G-4 Second Reading (Action)

Dr. Bledsoe presented AppendixG-4, Board Policy5.2.9- Credits for Prior Learning for a second reading.

Board Policy Manual – Dr. Bledsoe – Appendix G-5 Second Reading (Action)

Dr. Bledsoe presented AppendixG-5, Board Policy7.1.10- Information Security Program for a second reading.

Mrs. Capel made a motion, seconded by Mrs. Eggleston, to approve the Board Policies 2.3.12; Institutional Research Policy, 4.1.3; Curriculum Development, 5.2.9; Credit for Prior Learning and 7.1.10; Information Security Program. The motion carried.

There being no further business, the meeting adjourned at 6:22 p.m.

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, January 11, 2023

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, January 11, 2023 in the Board Room of Capel Hall. The meeting was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman.

Present

Phil Absher
Tawanda Bennett
Claudia Bulthuis
Gelynda Capel
Dr. Katie Dunlap
Susan Eggleston

Absent

Robert Harris
Kerry Hensley
Philip Jones
Gordon Knowles
Bill Price
Tim McAuley Sr. **(R)**
Reagan Hunsucker, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services **(R)**; Jeanette McBride, Vice President of Administrative Services; Korrie Ervin, Special Project Coordinator/Grant Writer; Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; Mark Dye, Director of Gunsmithing; Dylan Hurley, Forestry Instructor and Reagan Hunsucker, SGA President.

Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance including Dylan Hurley and Mark Dye.

Prayer

Mrs. Bulthuis opened the meeting with prayer.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Hensley, to approve the agenda for the January 11, 2023 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 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

Board Presentation –Dylan Hurley- Forestry

The Board received a presentation from Mr. Dylan Hurley, Department Chair for the Forestry Program. He gave an update on the program, speaking on enrollment, graduation rate and student accomplishments after graduating from the Forestry Program.

Approval of November Board and Committee Meeting Minutes– Appendix A

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

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Kerry Hensley, Chairman

The Budget and Finance Committee met earlier in the evening and Mrs. Hensley reported from the committee the following items:

- The committee reviewed the October and November financial reports presented by Mrs. McBride. Mrs. Hensley made a motion to approve, the October and November financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the October and November Foundation Funds Statement presented by Mrs. Ervin.
- The committee received a Foundation Grants update provided by Mrs. Ervin.
- The committee received a Foundation update provided by Mrs. Ervin. She reported that the 2023 Annual Fund Drive has begun with 68% of college employee giving to date. Additionally, the Foundation received a \$5,000 grant from Carolina Farm Credit.

Building and Grounds Committee – Bill Price, Chairman

The Building and Grounds Committee met earlier in the evening and Mr. Knowles reported from the committee the following items:

- The committee reviewed Appendix C-1; the Facilities Report presented by Dr. Bledsoe.
- The Committee reviewed Appendix C-2, the 3-1 for Blair Hall Classroom and Business Office renovations.

- The Committee reviewed Appendix C-3, the Open-End Design Agreement Proposal.

The committee recommended and Mr. Knowles made a motion to approve the 3-1 Blair Hall Classroom and Business Office renovations, and the Open-End Design Agreement proposal. Coming from the Committee, this required no second. The motion carried.

Personnel Committee – Phil Absher, Chairman

The Personnel Committee met earlier in the evening and Mr. Absher reported from the committee the following items:

- The Committee reviewed Appendix D-1, Personnel separations for Teresa Hudson, Assistant to Career and College Readiness/Instructor; Carolyn Saunders, Nursing Instructor.
- The Committee reviewed Appendix D-2, November Personnel Appointments for Korrie Ervin, Special Project Coordinator/Grant Writer.
- The Committee reviewed Appendix D-3, December Personnel Appointments for Emily Tucker, Director of Resource Development; and Caron Van Waardenburg, Administrative Assistant to College and Career Readiness.

Curriculum/Student Services Committee – Bill Price, Chairman

The Curriculum/Student Services Committee met earlier in the evening and Mr. Price reported from the committee the following items:

- Dean of Health and Human Services; Amy Friery participated in an articulation signing with UNC-Wilmington for the Social Work program. Montgomery Community College will be able transfer to UNC-Wilmington with this 2-plus-2 agreement.
- Montgomery Community College and Montgomery County Schools hosted a CTE open house for parents and student to see what programs are available through the College and Career Promise program (CCP).
- The Gunsmithing students will be participating in the upcoming SHOT show.
- Student Services staff have been focusing on Registration for the upcoming semester
- Seven HVAC students have successfully completed their EPA certification.
- Leadership Montgomery hosted a Business and Industry Day with tours being. completed at First Health Montgomery Memorial, Mohawk Industries, Jordan Lumber, Aberdeen Carolina Western Railway, and Saputo.
- Health and Public Safety received a Farm Credit Carolina Grant to start an Agricultural Rescue program.
- The Montgomery County NCWorks Career Center hired Cherbrooke Bostic as the new part time Workforce Investment Opportunity Act (WIOA) Youth Program Specialist.

The committee recommended and Mr. Price made a motion to approve the 2023-24 Academic Calendar. Coming from the Committee, this required no second. The motion carried.

Legislative/Public Relations Committee –Katie Dunlap, Chairman

The Legislative/Public Relations Committee met earlier in the evening and Dr. Dunlap reported from the Committee on the following items.

- The committee received a brief legislative update from Dr. Bledsoe.
- The committee received a Public Relations/Marketing update. Dr. Bledsoe shared press releases and press pickups by the local newspaper.

Institutional Status Committee – Robert Harris, Chairman

The Institutional Status Committee met earlier this afternoon and Mr. Harris reported from the committee the following items:

- The committee received Policy 2.3.12, Institutional Research Policy for a second reading.
- The committee received Policy 4.1.3, Curriculum Development for a second reading.
- The committee received Policy 5.2.9, Credit for Prior Learning for a second reading.
- The committee received Policy 7.1.10, Information Security Program for a second reading.

The committee recommended and Mr. Harris made a motion to approve Board Policies 2.3.12; Institutional Research Policy, 4.1.3; Curriculum Development, 5.2.9; Credit for Prior Learning and 7.1.10; Information Security Program. Coming from the Committee this required no second. The motion carried.

SGA Report –Reagan Hunsucker, SGA President –Appendix H

Ms. Hunsucker gave an update on SGA activities located in Appendix H. She reported that SGA along with Student Services attended and participated in multiple Christmas parades throughout the county. She also shared upcoming activities SGA has planned for the remaining of the year.

President’s Report – Dr. Chad Bledsoe – Appendix I

Dr. Bledsoe reported on activities since the last meeting and upcoming activities as noted in Appendix I. In addition to his report, he noted the following:

- Dr. Bledsoe noted he and several employees attended the SACSCOC annual seminar in December.
- Dr. Bledsoe reported on the findings during the Civil Rights Monitoring visit.

Closed Session

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to go into closed session 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 to go into closed session at 7:26 p.m.

Open Session

Gordon Knowles made a motion, seconded by Dr. Dunlap, to return to open session at 7:51 p.m. The motion carried by acclamation

Report on closed session

Meeting in closed session, the Board of Trustees reviewed the settlement agreement in the Masorti case and voted to accept the agreement as presented.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix J

Mrs. Bulthuis reported that the Board has begun their evaluation of the president, which is required every 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.

There being no further business, Mr. Knowles made a motion, seconded by Dr. Jones, to adjourn the meeting at 7:58 p.m. The motion carried.

Claudia Bulthuis, Chairman

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
BUDGET & FINANCE COMMITTEE
AGENDA
5:30 pm**

Committee Members

- Kerry Hensley, Chairman
- Bill Price, Vice Chair
- Phil Absher
- Dr. Philip Jones
- Gordon Knowles
- Claudia Bulthuis

Call to OrderKerry Hensley, Chairman

Approval of Minutes (Action).....Kerry Hensley

- Financial Report – **Appendix B-1 (Action)** Jeanette McBride
- Financial Audit Report FY2021-2022 – **Appendix B-2**..... Jeanette McBride
- County Budget Request – **Appendix B-3**..... Jeanette McBride
- Foundation Fund Statement – **Appendix B-4** Emily Tucker
- Foundation Update..... Emily Tucker

New BusinessKerry Hensley

AdjournKerry Hensley

**Montgomery Community College
County Funds - Board Report for December 2022**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	241,183	117,575	123,608	49%
Benefits	125,579	58,194	67,385	46%
Contracted Services	27,250	14,936	12,314	55%
Supplies & Materials	43,069	25,475	17,594	59%
Professional Development (Travel)	596	27	569	4%
Utilities	341,117	148,269	192,848	43%
1 Repairs & Maintenance	24,084	17,234	6,850	72%
Membership & Dues	860	860	-	100%
Insurance & Bonding	37,149	1,337	35,812	4%
Other Current Expenses	8,423	1,747	6,676	21%
Non-Capitalized Equipment	1,490	-	1,490	0%
Total Current Expense	850,800	385,655	465,145	45%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's November 2022 Report	1,055,464
Add: Prior FY Property Tax Allocations from County Report	450,020
Add: FY23 Property Tax Allocation from County Report	51,855
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,732,338
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs, and School Car	(111,474)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 12/31/22	\$ 472,731

Montgomery Community College
State Funds - Board Report for December 2022

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time	4,787,376	2,215,749	2,571,627	46%
Salaries- Part Time	823,017	391,173	431,845	48%
Salaries- Full Time & Part Time	5,610,393	2,606,922	3,003,471	46%
Benefits	2,204,173	1,094,447	1,109,726	50%
Contracted Instruction	115,125	27,575	87,550	24%
Financial/Audit Services	64,122	51,717	12,405	81%
I.T. Contracted Services	4,500	-	4,500	0%
Other Contracted Services	21,957	14,236	7,721	65%
Contracted Services	205,704	93,529	112,175	45%
Supplies & Materials	304,262	107,360	196,902	35%
Professional Development & Travel	114,302	36,358	77,944	32%
Communications	75,923	36,445	39,478	48%
Equipment Repair	20,085	3,297	16,788	16%
Maintenance Agreements	140,645	14,678	125,967	10%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	160,730	17,975	142,755	11%
Advertising	86,227	30,987	55,240	36%
Finish Line Grant	28,101	1,975	26,126	7%
Credit Card Electronic Processing	11,680	4,716	6,964	40%
Short-term Workforce Dev. Grant	12,971	10,400	2,571	80%
Summer Accelerator Grant	13,250	-	13,250	0%
Longleaf Complete Grant	16,106	-	16,106	0%
Child Care Assistance Grant	55,804	1,264	54,540	2%
Project Skill-Up-Student Assistance	411	-	411	0%
Other Current Expense	37,197	13,106	24,091	35%
Other Current Services	175,520	31,461	144,059	18%
Software License Renewal	130,900	82,451	48,449	63%
Other I.T. Rentals/ Leases	113,704	55,627	58,077	49%
IT Rentals/Leases/Licenses	244,604	138,078	106,526	56%

Montgomery Community College
State Funds - Board Report for December 2022

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Insurance and Bonding	20,300	1,087	19,213	5%
Membership & Dues	28,526	4,600	23,926	16%
Minor Equipment Low Risk < \$5K	29,058	21,619	7,439	74%
Minor Equipment High Risk <\$5K	54,880	54,129	751	99%
Minor Equipment	83,938	75,748	8,190	90%
Total Current Expense	9,314,602	4,274,997	5,039,605	46%
Equipment	337,012	16,050	320,962	5%
Perkins Equipment	15,329	-	15,329	0%
Perkins Non-Cap Equipment	2,785	2,785	0	100%
Books	39,085	9,648	29,437	25%
Equipment & Books	394,211	28,483	365,729	7%
Total Expenses	9,708,813	4,303,479	5,405,334	44%

Montgomery Community College
Institutional Funds- Board Report for December 2022

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 12/31/2022
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	-	-	2,320
Overhead Receipts 75%	18,560	2,841	1,413	19,987
Current General & Miscellaneous	26,466	719	719	26,466
Administrative Support	1,222	694	1,916	-
Overhead Receipts 25%	13,450	947	-	14,397
Excess Fee Receipts	-	-	-	-
Textbook Rental	27,488	50	5,637	21,900
College Work Study	-	7,456	7,456	-
2 CARES Act-Institutional	(12,142)	227,649	243,579	(28,071)
Lost Revenue HEERF II	157,102	-	-	157,102
Total Institutional Support	230,243	240,356	260,721	209,878
Forestry Program	5,823	-	-	5,823
Specific Fees	117,243	48,558	39,547	126,254
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	-	14,228
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	8,400	761	95,987
Golden Leaf FY20	-	-	-	-
Total Curriculum Instruction & Fees	227,624	56,958	40,308	244,275
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	14,461	11,790	102,793
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	149	1,438	8,056
Specific Fees: Occupational Extension	118,139	12,689	13,780	117,048
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	15,000	45,625
3 DOL-AWESM Grant	(21,624)	30,002	28,291	(19,912)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	268,457	75,301	70,299	273,460
4 NCWorks Grant Adult Services/Dislocated Worker	-	63,686	84,003	(20,318)
4 NCWorks Finish Line Grant	-	-	1,745	(1,745)
Total NC Works	-	63,686	85,748	(22,063)
Operational Funds	42,251	-	17,228	25,023
5 Sales Tax Utilization	-	86,254	111,474	(25,220)
Agricultural Expansion	-	68,156	-	68,156
Total Plant Operation & Maintenance	42,251	154,410	128,702	67,959
Library Fund	-	5	-	5
Vending	18,589	5,188	4,051	19,726
Bookstore Vending	66,089	4,829	-	70,918
General Store	1,338	-	-	1,338
Parking Fee	31,531	1,755	-	33,286
Student Government Association	47,960	13,839	7,828	53,971
Graduation Fund	2,007	540	-	2,547
Student Ambassador	31,601	1,543	163	32,980

Montgomery Community College
Institutional Funds- Board Report for December 2022

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 12/31/2022
Club Accounts	77,900	-	-	77,900
6 Agency Fund	(15,520)	-	-	(15,520)
Funds for Others	4,468	-	-	4,468
Restricted Scholarships Held	5,000	-	-	5,000
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	270,962	27,694	12,042	286,620
GEER Scholarship	161	-	-	161
FSEOG	700	13,650	13,650	700
7 Pell Grant	(13,131)	435,840	438,182	(15,473)
8 Education Lottery Scholarship	(50)	21,140	22,806	(1,716)
Golden LEAF	-	11,531	11,531	-
NC Community College Grant	(440)	25,962	24,063	1,459
High Demand/Low Enrollment	-	1,343	1,272	71
MCC Foundation Scholarship	-	77,070	76,820	250
Wells Fargo Scholarship	-	500	-	500
8 Less Than Half-time	-	1,069	1,140	(71)
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
LongLeaf Commitment Grant	224	24,244	20,392	4,076
NCSEAA FELPS Sch	-	2,250	2,250	-
STWD Short-Term Workforce Development	-	10,400	10,400	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(12,536)	629,500	627,007	(10,043)
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Metal Finishing Lab	56,609	-	5,222	51,387
SCIF: Capel Hall Reno #2672	-	73,000	73,000	-
Golden LEAF-FY2020-085	-	-	-	-
Total Capital Assets	56,609	73,000	78,222	51,387
Total Institutional Funds: First Bank	1,083,611	1,320,906	1,303,048	1,101,475
STIF Account as of 12/31/22		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		337	45,180	45,517
Self Supporting- Continuing Education		81	10,922	11,003
Technology Fees		598	80,218	80,816
Bookstore		472	63,324	63,796
Total Institutional Funds: State Treasury		1,487	199,644	201,131
1 Pell Overpayment(Due from Students)				
2 Due from Dept of Ed				
3 Due from Forsyth Tech				
4 Due from NC Works (WIOA)				
5 Due from County				
6 FA Bookstore Charges				
7 Due from Students				
8 Due from College Foundation of NC				



Beth A. Wood, CPA
State Auditor

STATE OF NORTH CAROLINA
Office of the State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699
Telephone: (919) 807-7500
Fax: (919) 807-7647
www.auditor.nc.gov

January 25, 2023

Claudia Bulthuis, Board of Trustees Chair
Montgomery Community College
382 Biscoe Road
Troy, North Carolina 27371

Dear Ms. Bulthuis:

We have completed our financial statement audit at Montgomery Community College for the year ended June 30, 2022, and have issued our report thereon dated January 23, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Auditor's Responsibility

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. We made reference to the report of another auditor as a basis, in part, for our opinions on the basic financial statements. During the course of the audit we performed certain procedures to ensure that the other auditor was independent and professionally competent, which included obtaining certain confirmations directly from the other auditor. We also reviewed the other auditor's report to ensure that it contained all required information and that the audit was conducted in accordance with generally accepted auditing standards. We did not assume responsibility for, and thus were not required to be involved in the work of the component auditor. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Montgomery Community College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Claudia Bulthuis, Board of Trustee Chair
January 25, 2023
Page 2

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with Independence Requirements

We have complied with all relevant independence requirements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management, along with the Office of the State Controller, has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Montgomery Community College is included in the notes to the financial statements. There have been no new accounting policies adopted or changes in the application of existing policies during the year ended June 30, 2022, that significantly impact the comparability of the financial statements with those of the prior year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Claudia Bulthuis, Board of Trustee Chair
January 25, 2023
Page 3

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no uncorrected financial statement misstatements.

In addition, professional standards require us to accumulate all material corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. No such disagreement arose during the course of the audit.

Representations Requested from Management

We have requested certain representations from management that are included in the attached management representation letter dated January 23, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Montgomery Community College, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Montgomery Community College's auditors.

Claudia Bulthuis, Board of Trustee Chair
January 25, 2023
Page 4

Other Matters

This information is intended solely for the use of the Board of Trustees, the Budget and Finance Committee, and management of Montgomery Community College and is not intended to be and should not be used by anyone other than those specified parties. If you have any questions about these matters, please contact the Financial Audit Director at (919) 807-7691.

Sincerely,

BETH A. WOOD, CPA
STATE AUDITOR

A handwritten signature in black ink, reading "Jordan D. Chippewa". The signature is written in a cursive, flowing style.

Jordan D. Chippewa, CPA
Financial Audit Director

BAW/JDC:dw

cc: Chad A. Bledsoe, President
Jeanette McBride, Vice President of Administrative Services
Kerry Hensley, Budget and Finance Committee Chair

Attachment



MONTGOMERY COMMUNITY COLLEGE

January 23, 2023

The Honorable Beth A. Wood, State Auditor
Office of the State Auditor
2 South Salisbury Street
20601 Mail Service Center
Raleigh, North Carolina 27699

Dear Auditor Wood:

We are providing this letter in connection with your audit of the basic financial statements of Montgomery Community College as of June 30, 2022, and for the year then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position of Montgomery Community College and the results of its operations and, where applicable, cash flows in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). We confirm that we are responsible for the fair presentation of Montgomery Community College's basic financial statements in conformity with the aforementioned accounting principles.

Along with the Office of the State Controller, we are responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter, the following representations made to you during your audit:

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement, for the preparation and fair presentation of the basic financial statements in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatements, whether due to fraud or error.
3. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters;

The Honorable Beth A. Wood, State Auditor
 January 23, 2023
 Page 2

- b. Additional information that you have requested from us for purposes of the audit, including minutes of meetings of the Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared; and
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- 4. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 5. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 6. All transactions have been recorded in the accounting records and are reflected in the basic financial statements.
- 7. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 8. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 9. We agree with the adjusting journal entries and related notes and cash flow statement changes you have recommended, and they have been posted.
- 10. We have disclosed to you the results of our assessment of the risk that the basic financial statements may be materially misstated as a result of fraud.
- 11. We acknowledge our responsibility for the design, implementation, and maintenance of programs and internal controls to prevent and detect fraud.
- 12. We have a process to track the status of audit findings and recommendations.
- 13. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 14. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the basic financial statements.
- 15. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's basic financial statements communicated by employees, former employees, analysts, governmental agencies, regulators, or others.
- 16. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

The Honorable Beth A. Wood, State Auditor
January 23, 2023
Page 3

17. Guarantees, whether written or oral, under which Montgomery Community College is contingently liable have been appropriately accounted for and disclosed in the basic financial statements.
18. We are responsible for compliance with all laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of basic financial statement amounts.
19. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
20. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
21. There are no:
 - a. Violations or possible violations of laws, regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the basic financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by U.S. GAAP.
22. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
23. Montgomery Community College or the State of North Carolina has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
24. To the best of our knowledge and belief, all events, including instances of noncompliance, subsequent to the date of the basic financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed
25. With respect to the basic financial statements:
 - a. All component units, joint ventures, and/or related organizations are properly reported/disclosed.
 - b. All funds and activities are properly classified.
 - c. All funds that meet the GASB criteria for major funds are properly reported as major funds.
 - d. Equity accounts are properly classified.
 - e. Investments are properly valued.
 - f. Provisions for uncollectible receivables have been properly identified and recorded.

The Honorable Beth A. Wood, State Auditor
January 23, 2023
Page 4

- g. Expenses have been appropriately classified and allocated.
 - h. Revenues are appropriately classified.
 - i. Interfund, internal, and intra-equity activity and balances have been appropriately classified and reported.
 - j. Deposit and investment risks have been properly and fully disclosed.
 - k. Capital assets are properly capitalized, reported, and if applicable, depreciated.
26. With respect to information required by the Governmental Accounting Standards Board (GASB) to be presented with the basic financial statements (required supplementary information or RSI, including Management's Discussion and Analysis):
- a. We acknowledge our responsibility for the RSI.
 - b. RSI is presented and measured according to authoritative guidelines on a basis consistent with that of the prior year.
 - c. RSI is consistent with the basic financial statements.
 - d. We have disclosed any significant assumptions or interpretations underlying the measurement or presentation of the RSI.
 - e. Management's discussion and analysis (MD&A) is based on facts, decisions, or conditions currently known to management and does not contain forecasts or other prospective information.
27. To the best of our knowledge and belief, all events, including instances of noncompliance, subsequent to the date of the basic financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed as pertains to the Montgomery Community College Foundation, Inc., Montgomery Community College's component.

Chad A. Bledsoe

Dr. Chad A. Bledsoe, President

Jeanette McBride

Jeanette McBride (Jan 23, 2023 11:47 EST)

Jeanette McBride, Vice President of
Administrative Services


MCC FY22 Management Representation Letter


Final Audit Report


2023-01-23


Created:	2023-01-23
By:	Tonya Luck (luckt3158@montgomery.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAg9jyEcHnLvSmXK6I81SPwabj2wNmU3Ff


"MCC FY22 Management Representation Letter" History


-  Document created by Tonya Luck (luckt3158@montgomery.edu)
 2023-01-23 - 4:27:46 PM GMT - IP address: 152.27.52.253


-  Document emailed to Chad Bledsoe (bledsoec0137@montgomery.edu) for signature
 2023-01-23 - 4:28:38 PM GMT


-  Email viewed by Chad Bledsoe (bledsoec0137@montgomery.edu)
 2023-01-23 - 4:38:59 PM GMT - IP address: 75.182.233.107

-  Document e-signed by Chad Bledsoe (bledsoec0137@montgomery.edu)
 Signature Date: 2023-01-23 - 4:40:42 PM GMT - Time Source: server - IP address: 75.182.233.107

-  Document emailed to Jeanette McBride (mcbrij1803@montgomery.edu) for signature
 2023-01-23 - 4:40:43 PM GMT

-  Email viewed by Jeanette McBride (mcbrij1803@montgomery.edu)
 2023-01-23 - 4:46:52 PM GMT - IP address: 152.27.52.253

-  Document e-signed by Jeanette McBride (mcbrij1803@montgomery.edu)
 Signature Date: 2023-01-23 - 4:47:24 PM GMT - Time Source: server - IP address: 152.27.52.253

-  Agreement completed.
 2023-01-23 - 4:47:24 PM GMT



Adobe Acrobat Sign

Montgomery Community College
FY 2023-2024 County Budget

Appendix B3

	Budget 21-22 Actual at YE	Budget 22-23 as of 1/27/23	% Difference FY22 vs FY23	Requested FY23-24	% Difference FY23 vs FY24
Salaries	224,565	241,183	7%	313,320	30%
Benefits	120,131	125,579	5%	163,764	30%
Contracted Services	26,590	27,250	2%	18,778	-31%
Supplies & Materials	42,253	43,069	2%	43,939	2%
Professional Development (Travel)	596	596	0%	596	0%
Utilities	333,185	341,117	2%	347,939	2%
Repairs & Maintenance	20,377	24,084	18%	24,553	2%
Membership & Dues	820	860	5%	877	2%
Insurance & Bonding	35,211	37,149	6%	38,009	2%
Other Current Expenses	10,802	8,423	-22%	5,223	-38%
Non-Capitalized Equipment	1,471	1,490	1%	1,520	2%
Total Current Expense	816,000	850,800	4.3%	958,519	12.7%

MONTGOMERY COMMUNITY COLLEGE
Equipment, Maintenance and Capital Improvements
FY 2023-24

Appendix B3

<u>Equipment Needs included in</u>		<u>Estimated</u>
<u>County Facilities Maint/Capital Improvement Fund</u>		<u>Cost</u>
Scissor Lift		25,000
5 x 8 Dump Trailer		3,000
(2) John Deere Gator		20,000
		<u>\$ 48,000</u>
<u>Current</u>		<u>Estimated</u>
<u>Building/Grounds Improvement & Repairs</u>		<u>Cost</u>
<u>County Facilities Maint/Capital Improvement Fund</u>		
Update Campus Fire Alarm System	\$ 25,000	Bldg 300, 500 & 600
Update On-Campus Security Communication Systems	60,000	Update outdoor loud speakers, and security cameras
Access Controls	80,000	Add access control for all campus exterior doors
	<u>\$ 165,000</u>	
<u>Future (2-5 Years)</u>		<u>Estimated</u>
<u>Building/Grounds Improvement & Repairs</u>		<u>Cost</u>
<u>County Facilities Maint/Capital Improvement Fund</u>		
Update Bldg 600 HVAC Units	40,000	Building 600 HVAC units
Replace Roof	60,000	Building 300 (Pottery Building)
	<u>\$ 100,000</u>	

Montgomery Community College Foundation

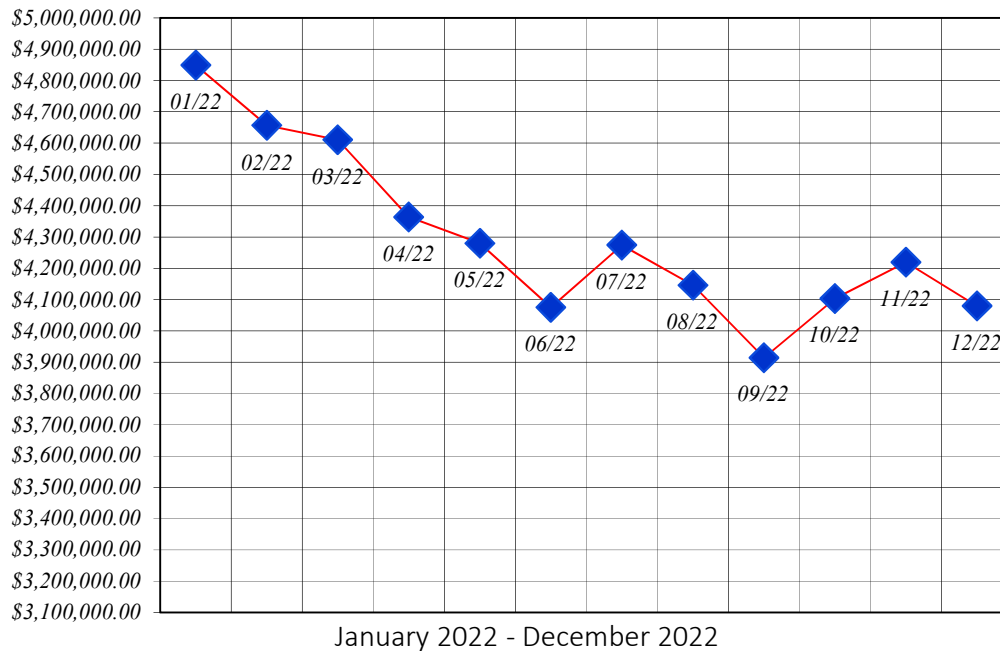
Funds Statement FY 2022-2023

Appendix B4

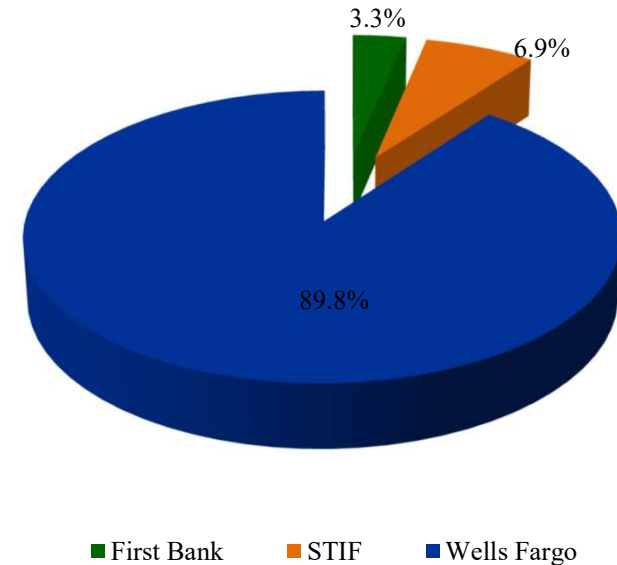
	Fiscal Year To Date 7/1/2022 thru 6/30/2023			
	Wells Fargo	STIF	First Bank	Total
Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
Receipts				
Interest/Dividends	\$63,775.76	\$2,142.15	\$13.04	\$65,930.95
Deposits	\$33,034.55	\$37,187.88	\$117,759.32	\$187,981.75
Total Receipts	\$96,810.31	\$39,330.03	\$117,772.36	\$253,912.70
Disbursements				
Fees/Withdrawals	\$82,952.50	\$44,730.05	\$111,505.60	\$239,188.15
Total Disbursements	\$82,952.50	\$44,730.05	\$111,505.60	\$239,188.15
Market Value Net Change	(\$10,234.39)	\$0.00	\$0.00	(\$10,234.39)
Ending Value	\$3,664,110.06	\$280,437.58	\$135,327.00	\$4,079,874.64
Net Change	\$3,623.42	(\$5,400.02)	\$6,266.76	\$4,490.16

Month of December 2022			
Wells Fargo	STIF	First Bank	Total
\$3,802,726.40	\$275,027.76	\$142,012.94	\$4,219,767.10
\$26,299.27	\$507.16	\$2.38	\$26,808.81
\$8,278.84	\$9,245.00	15,683.16	\$33,207.00
\$34,578.11	\$9,752.16	\$15,685.54	\$60,015.81
\$3,258.79	\$4,342.34	\$22,371.48	\$29,972.61
\$3,258.79	\$4,342.34	\$22,371.48	\$29,972.61
(\$169,935.66)	\$0.00	\$0.00	(\$169,935.66)
\$3,664,110.06	\$280,437.58	\$135,327.00	\$4,079,874.64
(\$138,616.34)	\$5,409.82	(\$6,685.94)	(\$139,892.46)

Foundation Funds Value



Foundation Funds Distribution



**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
BUILDING AND GROUNDS COMMITTEE
AGENDA
5:45 pm**

Committee Members

- Gordon Knowles, Chairman
- Claudia Bulthuis, Vice Chair
- Gelynda Capel
- Dr. Katie Dunlap
- Susan Eggleston
- Robert Harris

Call to orderGordon Knowles, Chairman

Approval of Minutes (Action)..... Gordon Knowles

- Facilities and Construction Report – **Appendix C-1**..... Dr. Chad Bledsoe

New Business Gordon Knowles

Adjourn Gordon Knowles

Montgomery Community College Facilities and Construction Update February 2023

Construction

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

1st phase for roof replacement – The roofing project has been completed.

2nd phase (building renovations and HVAC upgrades) has passed its final inspection from the state. The close out of this project is in progress.

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

Facilities

? **Buildings**

- A new 125 ton chiller was installed in Blair Hall. This replaced the twenty year old chiller we currently were using.



- Needlepoint bipolar ionization (NPBI) devices have been installed in all the large air handler units in Blair and Capel Hall. These devices will help clean and eliminate bacteria and viruses in the air.



**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
PERSONNEL COMMITTEE
AGENDA
5:50 pm**

Committee Members

- Phil Absher, Chairman
- Susan Eggleston, Vice Chair
- Robert Harris
- Kerry Hensley
- Dr. Tawanda Bennett
- Claudia Bulthuis
- Gelynda Capel

Call to OrderPhil Absher, Chairman

Approval of Minutes (Action)..... Phil Absher

- Personnel Appointments - **Appendix D-1** Dr. Chad Bledsoe

New Business Phil Absher

Adjourn Phil Absher

**Montgomery Community College
Employee Appointments
January 2023**



Learning Resources Technical Assistant - On January 1, 2023, **Allison Burr** was hired as the Learning Resources Technical Assistant. She holds a Bachelor's degree from Western Carolina University and Associates degree from Montgomery Community College. Prior to coming to MCC, Allison was employed by Womack Publishing/Montgomery Herald as the Intake and Assessment Specialist from May 2022 – December 2022. She also served as a concession worker from 2019 to 2021 with Town

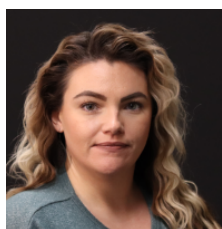
of Biscoe.

Office #, 910-898- 9652 (652) burra5727@montgomery.edu



Director of Heritage Crafts - On January 1, 2023, **John Boalick** was hired as the Director of Heritage Crafts. He holds a Bachelor's degree in Sociology and Art Education from Radford University. Prior to coming to MCC, John was employed by Randolph County Schools at Uwharrie Ridge Middle School as an Art Teacher from August 2021 – December 2021. He also was employed by Southwest Randolph High School as an Art Teacher from August 2006- June 2016.

Office #, 910-898-9675 (ext.675) boalickj7987@montgomery.edu



Data Entry Clerk - On January 1, 2023, **Sharon Strider** was hired as the Data Entry Clerk. She holds an Associate's degree in Medical Assisting from Montgomery Community College. Prior to coming to MCC, Sharon was employed by Omni Interactions as the Account Manager from November 2020 – July 2022. She also was employed as an Insurance Agent with Nationwide Insurance, from June 2019 to March 2020.

Office #, 910-898-8608 (ext.608) striders0187@montgomery.edu



Director of Small Business Center - On January 1, 2023, **Geneé Greene** was hired as the Director of Small Business Center. She holds a Bachelor's degree in Business Administration from the University of NC Pembroke. Prior to her promotion, Geneé served as the NCWorks Career Center Director for MCC from July 2020 to December 2022. She also served NCWorks Career Center as the Customer Specialist from 2019 to 2020 and Administrative Assistant from February 2019 to October 2019.

Office #, 910-898-9682 (ext.682) greeneg8668@montgomery.edu



Gunsmithing Instructor - On January 1, 2023, **Joshua Needham** was hired as a Gunsmithing Instructor. He holds an Associate's degree from Montgomery Community College. Prior to his promotion, Joshua served as the Adjunct Instructor for MCC Gunsmithing program from July 2018 to December 2022. He was also employed by the NC Zoo as an Instructor/Advisor/Armorer from 2013 to 2022 and Head of Gunsmithing Department with ProShots from 2013 to 2022.

Office #, 910-898-9713 (713) needhamj7406@montgomery.edu

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
CURRICULUM/STUDENT SERVICES COMMITTEE
AGENDA
6:05 pm**

Committee Members

- Bill Price, Chairman
- Dr. Katie Dunlap, Vice Chair
- Dr. Tawanda Bennett
- Susan Eggleston
- Tim McAuley
- Claudia Bulthuis

Call to Order Bill Price, Chairman

Approval of Minutes (Action).....Bill Price

- Update from Instruction/Student Services – **Appendix E-1** **Lee Proctor**
- Class Visitation Report– **Appendix E-2** **Lee Proctor**

New BusinessBill Price

AdjournBill Price

Board Report Instruction and Student Services February 2023

Instruction

The faculty and staff of Montgomery Community College are proud to announce the nominations for 2023 NCCCS Foundation awards:

Abrianna Morris	Associate in Art	Academic Excellence Award
Carter Griffin	Associate in Engineering	Dallas Herring Achievement Award
Reagan Hunsucker	Associate in Science	Bob Scott Student Leadership Award

Health and Human Services

Approximately 75 volunteers met at Montgomery Community College to package nearly 10,000 meals in a half-day of service on January 23, 2023. Volunteers from MCC (students, faculty and staff), Communities in Schools, 4-H, Youth Leadership Montgomery, Eckerd Connects, East Middle School, Montgomery County Early College and Troy Rotary participated in the 13th annual Martin Luther King, Jr. "Day On" Challenge. <https://www.montgomery.edu/news/thousands-of-meals-from-mlk-day-on-event-at-mcc/>

Career and Technical Education

Spring semester CTE class are showing growth the Construction Programs. The College is using additional Perkins funds allocated for strengthening enrollment of Special Population students in CTE install a billboard on 24/27 highlighting women in welding. The Masonry and Welding students are gearing up for Skills USA regional competition in February followed by state competition in April.

Arts and Sciences

The Spring Semester is off to a great start with increased enrollment in most classes, especially in higher level math and computer programming classes. The Arts and Sciences Faculty are excited for their students that were nominated for the NCCCS Foundation Awards.

Gunsmithing

Jan 16-20, two MCC Gunsmithing Faculty and 24 students attended the Shot Show in Las Vegas. The Shot Show is the largest trade show for the firearms industry. Students were able to see new products and speak to representatives from a large number of companies representing all facets of the firearms industry. Several students were able to hand-deliver resumes and seek future employment opportunities. This was an excellent opportunity for students to broaden their horizons in terms of the types of future employment options that exist for them. In addition to helping students, the faculty members, Mark Dye and Len Fagan, were able to speak to a number of companies on behalf of the College. A formal meeting was conducted with Brownells, where discussion was held regarding scholarships which have not been funded for the last few years. Staff also met with representatives from the National Shooting Sports Foundation, who will be speakers at the upcoming small business conference at MCC. The staff also met with representatives from Bureau of Alcohol, Tobacco, and Firearms to discuss best practices for compliance with ATF regulations and new laws/regulations that affect the industry. Additionally, discussions were held with numerous companies who donate products or offer substantial discounts to our students to help defray educational cost. Mark Dye was interviewed for two podcast/radio shows which were broadcasting on location from the Shot Show.

Quality Enhancement Project

The QEP committee presented updates and unveiled the official "Be a LEGEND" tagline and QEP mascot to faculty and staff during Spring Quality Trails. The Committee and subcommittees are working diligently on completing the QEP plan and report. A video on the QEP will be emailed to everyone soon and monthly QEP emails with updates and facts are planned to keep the MCC community informed on the progress. A new QEP webpage has been created which highlights information about MCC's new QEP, development phases, and resources: <https://www.montgomery.edu/qep-quality-enhancement-plan/>



Student Services

Ninety-six eligible candidates have been invited to take the Test of Essential Academic Skills (TEAS) test as part of the final phase of the Licensed Practical Nursing (LPN) acceptance process. The application deadline for the Associate Degree Nursing program is January 31.

Staff served 50 students during late registration by providing support on registration, financial aid, career exploration, and advising.

The Early College students had over a 93.8% pass rate for college classes in the Fall semester which equates to 667 passed classes. This was an increase from 84% last fall.

MCC FA/Student Services/Foundation will be presenting at the High School Scholarship Breakfast. This is an opportunity to make students and parents aware of the requirements of attending Montgomery Community College, as well as answer any questions that they may have. The event is scheduled for February 18th at 9:00 am at Montgomery Central High School.

Continuing Education

Business & Industry Services

Mohawk Industry completed their first class from their approved customized training project. Sixteen employees received basic electrical training which is valued at \$6,400 at no cost to Mohawk. They have 15 more classes within the project to complete over the next 18 months. The topic for Leadership Montgomery for January was Government Day. Participants learned about the different government models that each town uses, where our tax dollars go, and how busy towns are with grant planning

College and Career Readiness (CCR)

Received approval for an additional \$30,000 in funding from the North Carolina Community College System Office to assist with professional development for instructors and staff.

Health & Public Safety

The county fire chiefs have requested the College provide another Basic Firefighter Academy. The Academy will be offered in March.

Heritage Crafts

The spring semester is off to a great start. All pottery sections are at capacity. 74 students are enrolled in the pottery program. 12 students enrolled in the continuing education taxidermy section. Lastly, we had 32 students enroll in the kickboxing fitness class.

NCWorks

The staff would like share another success story. Amanda Ayers was affected by the recent layoffs at Carolina Structural Systems, and sought job search assistance at NCWorks. After discussions with a career advisor and her past experience as a forklift driver, Amanda decided to pursue Class A truck driving training. She was enrolled in the WIOA program, attended Future Truckers of America's (FTA) four-week training course, and successfully obtained full-time employment five days after graduating from FTA. Amanda is employed as a truck driver with Chief Express trucking company in Seagrove.

Small Business Center (SBC)

In partnership with the Montgomery Partnership for Children, the Small Business Center hosted a "How to Start a Childcare Center" seminar on January 10th and 11th. Attendees learned about the various processes and regulations associated with owning a childcare center.



MONTGOMERY COMMUNITY COLLEGE

MEMO TO: Chad Bledsoe Ph.D., President

FROM: Andrew Gardner, Dean of Continuing Education

REGARDING: Fall 2022 Class Visitation Log Report

DATE: February 1, 2023

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Dean of Continuing Education is required to visit a minimum of 10% of off-campus classes.

During the Fall 2022 semester, the Continuing Education Department through its Basic Skills, Customized Training, and Occupational Extension program, offered **143** courses on campus and **37** courses at off campus distant learning venues for a total of 180 courses. Of the 143 courses offered on campus, 43 required verification. Of the 37 courses offered off campus, 10 required verification. Please see enclosed chart for further information.



MONTGOMERY COMMUNITY COLLEGE

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR

ON CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Gardner, Andrew	-	-	-	-
Hamilton, Jessica	20	14	13	93%
Sikes, Debra	14	7	7	100%
Taylor, Greg	88	11	7	64%
Williams, Alex	10	2	2	100%
Williams, Sydney	11	9	9	100%
TOTALS	143	43	38	88%

OFF CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Gardner, Andrew	3	3	2	67%
Hamilton, Jessica	5	-	-	-
Sikes, Debra	5	5	3	60%
Taylor, Greg	22	2	1	50%
Williams, Alex	-	-	-	-
Williams, Sydney	2	-	-	-
TOTALS	37	10	6	60%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN

OFF CAMPUS				
DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	33	10	7	70%

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
LEGISLATIVE/PUBLIC RELATIONS COMMITTEE
AGENDA
6:15 pm**

Committee Members

- Dr. Katie Dunlap, Chairman
- Claudia Bulhuis, Vice Chair
- Dr. Tawanda Bennett
- Tim McAuley
- Bill Price

Call to Order Dr. Katie Dunlap, Chairman

Approval of Minutes (Action).....Dr. Katie Dunlap

- Legislative Update Dr. Chad Bledsoe
- Public Relations/Marketing Update – **Appendix F-1** Kelly Morgan

New BusinessDr. Katie Dunlap

AdjournDr. Katie Dunlap

Public Relations and Marketing Report – February, 2023 Meeting

Foundational Initiatives (new tools and resources needed for success)

Reconsidering tabloid calendar (moving November to October)

Promotional Activities (events and advertising purchased)

New billboard purchased on 24/27 near Mt. Gilead artery (Farm Bureau has had this board for years!)



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

MLK Day Meal Packing Event

Press Pickups

1/4/23 UNC-W Agreement



Social Media Statistics (Facebook)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Reactions	404	856	864	644	1,974	1,211	717	1,126	333	407	941	567
Comment Share	101	255	173	305	727	510	326	195	79	116	207	102
Reached	7,287	14,334	14,102	9,081	18,854	14,451	13,380	14,191	5,746	5,796	9,430	6,350
Engaged	1,842	3,025	3,685	2,972	11,153	8,506	4,458	6,092	4,289	2,232	4,721	2,188
New Followers	30	32	30	25	70	9	42	54	48	27	21	14
Total Followers	3,606	3,277	3,306	3,320	3,377	3,386	3,428	3,477	3,538	3,554	3,572	3,198

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
INSTITUTIONAL STATUS COMMITTEE
AGENDA
6:25 pm**

Committee Members

- Robert Harris, Chairman
- Susan Eggleston, Vice Chair
- Gelynda Capel
- Dr. Philip Jones
- Claudia Bulthuis

Call to OrderRobert Harris, Chairman

Approval of Minutes (Action)..... Robert Harris

- 2022-2023 Institutional Effectiveness Plan – **Appendix G-1Hunter Smith**

New Business Robert Harris

Adjourn Robert Harris

2023

Institutional Effectiveness Plan



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Office of Institutional Effectiveness

History and Philosophy

The Southern Association of Colleges and Schools Commission on Colleges, Inc. (SACSCOC) the body for accreditation of degree-granting higher education institutions in the Southern states, introduced a new emphasis to the process of institutional accreditation during the 1980's through the approval of Section III of the Criteria for Accreditation. This section represented an expansion of the process that emphasized the results of education and focused on the extent to which the institution used assessment information to reevaluate goals, make quality improvements, and plan for the future. In 1985, SACSCOC began using the term "institutional effectiveness" to mean "outcomes assessment." By the late 1990's, SACSCOC began a revision of the accreditation process emphasizing this concept of institutional effectiveness. SACSCOC bases its accreditation of degree-granting higher education institutions and entities on requirements published in the Principles of Accreditation: Foundation for Quality Enhancement. Today, institutional effectiveness is at the heart of the of the accreditation process. A core requirement and several other standards now focus on assessment, evaluation and the use of results for institutional and program improvement.

Institutional Effectiveness at Montgomery Community College

Institutional Effectiveness (IE) at Montgomery Community College (MCC) is an integral part of the college's quest for continuous quality improvement in its academic programs, academic support services, and operational functions. MCC is committed to the IE philosophy guided by the Planning Council.

The Planning Council

The mission of the Planning Council is to facilitate, review, monitor and support institutional research, planning and assessment processes in collaboration with faculty and staff in all academic, academic support, and operational areas to advance the MCC mission. The Planning Council's mission ensures that MCC engages in ongoing, systematic and institution-wide evidence-based planning and evaluation activities that result in continuous quality improvements and mission accomplishment.

IE Mission Statement

The Office of Institutional Effectiveness (IE) at Montgomery Community College (MCC) advances the strategic goals of MCC through data-informed decisions, strategic planning, assessment and reporting to foster continuous improvement throughout the college.

IE Structure

At MCC, IE is a broad-based, ongoing, integrated system of planning, evaluation and evidence-based decision-making structured to advance the strategic goals of MCC through data-informed decisions, strategic planning, assessment and reporting to foster continuous improvement throughout the college. Specifically, MCC uses the IE process to assess whether programs and services are doing what they say they are doing and how well they are doing this in meeting the needs of the College's stakeholders and our community. Additionally, the continual evaluation of the College allows our administration to access opportunities for program improvement. This assessment process is based on developing expected outcomes that are measurable and used to implement quality interventions while fostering continuous improvement.

The critical importance of institutional effectiveness has led SACSCOC to establish principles that MCC addresses through the accreditation reaffirmation process. These principles include:

2.1: The institution has a clearly defined, comprehensive, and published mission specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where appropriate, research and public service. *(Institutional Mission)*[CR]

5.4: The institution employs and regularly evaluates administrative and academic officers with appropriate experience and qualifications to lead the institution. *(Qualified administrative/academic officers)*

6.3: The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status. *(Faculty appointment and evaluation)*

7.1: The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. *(Institutional Planning)*[CR]

7.2: The institution has a QEP that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement. (*Quality Enhancement Plan*)

8.1: The institution identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. The institution uses multiple measures to document student success. (*Student achievement*)[CR]

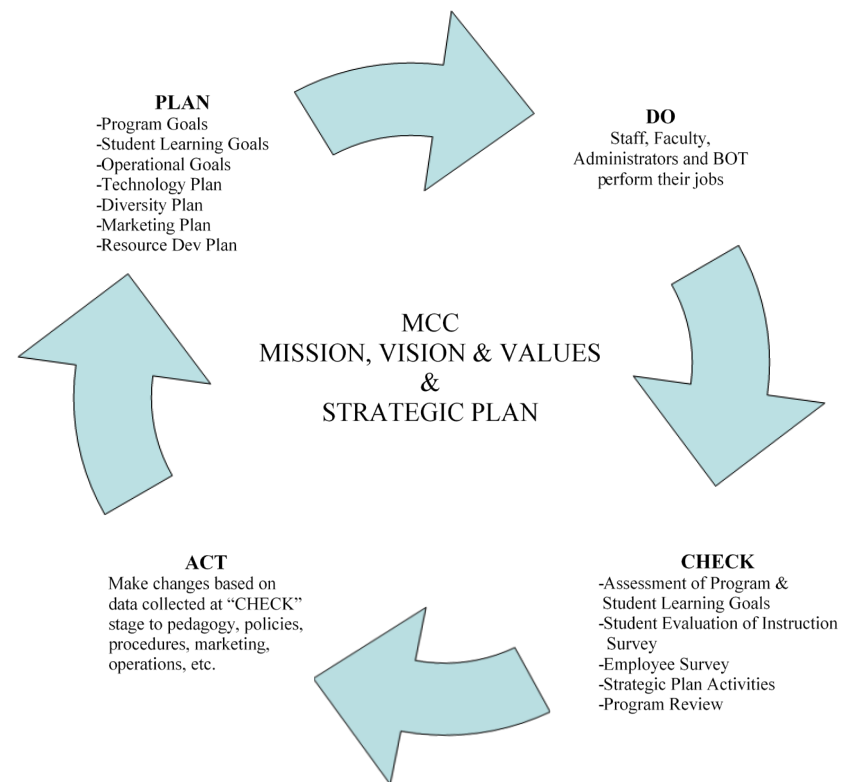
8.2: The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of seeking improvement based on analysis of the results in the areas below:

- a. Student learning outcomes for each of its educational programs. (*Student outcomes: educational programs*)
- b. Student learning outcomes for collegiate-level general education competencies of its undergraduate degree programs. (*Student outcomes: general education*)
- c. Academic and student services that support student success. (*Student outcomes: academic and student services*)

9.1: Educational programs (a) embody a coherent course of study, (b) are compatible with the stated mission and goals of the institution, and (c) are based on fields of study appropriate to higher education. (*Program Content*)[CR]

Source: *The Principles of Accreditation: Foundations for Quality Enhancement, Commission on Colleges of the Southern Association of Colleges and Schools, Sixth Edition: First Printing*

MCC Planning Model



MCC IE Policy

To maximize the College's research and assessment efforts and in compliance with Policy 2.3.12, all College research and assessment projects which collect student, alumni, faculty and/or staff response will be coordinated through the Office of Institutional Effectiveness.

Montgomery Community College is committed to transparency and cooperation with local, state, and national research and reporting requests. The Office of Institutional Effectiveness and Research assists in the Colleges reporting efforts to ensure institutional accountability to internal and external constituents. The Office of Institutional Effectiveness and Research will receive, coordinate, and distribute all research and reporting requests received at the College in a reasonable amount of time. Additionally, the Director of Institutional Effectiveness will convene an Institutional Review Board (IRB), as necessary, to make recommendations regarding participation in research projects to the President. Final determination regarding external research at the college is assigned to the President or his/her designee.

By providing leadership and guidance for planning, assessment, analysis, and reporting aligned to the mission of the College, IE serves as the official source of institutional data.

It is the intent of this policy to improve the quality of research conducted; the participation of our stakeholders in data collection efforts; and the methods of collection and assessment.

IE supports its mission and the strategic goals of the College through:

- Academic Program Reviews
- Annual assessment of student learning outcomes and administrative effectiveness
- Data-informed decision making
- Oversight of institutional information, assessment, and data resources
- Review of accreditation

IE focuses on fulfilling the following goals:

- Facilitating a campus-wide culture of data-informed decision making
- Providing data decision support to foster student success initiatives
- Fostering stewardship by taking ownership of the College's well-being

Evaluative Processes

MCC uses five processes to evaluate institutional effectiveness:

1. Annual review of the institution's Mission, Vision, Values, and Goals.
2. Annual review of the Strategic Plan and the strategic planning process, including the 5-year environmental scan and S.W.O.T. analysis.
3. Annual review of student learning, program and operational outcomes as an ongoing, comprehensive, integrated, systematic process. This process is documented for each program in the Outcomes Assessment Report (OAR).
4. Triennial review of the status and accomplishments of each College unit as guided by MCC Mission Statement. This review is documented in the Program Review Report.
5. Annual review of Operational Plans:
 - a. Business Continuity Plan—Updated
 - b. Diversity Plan
 - c. Facility Master Plan
 - d. Institutional Effectiveness Plan
 - e. Marketing Plan
 - f. Quality Enhancement Plan (QEP), if applicable.
 - g. Resource Development Plan
 - h. Technology Plan

The following represents an overview of the five evaluative processes:

1. Mission, Vision, Values and Goals – Mission statements reflect the direction of MCC, as well as the direction of each academic program, academic support service and operational service in the College. These statements are the foundation for planning and assessment and serve to identify the purpose, function and stakeholders of MCC as well as the individual programs it offers.

The vision statement aligns with the MCC mission and presents the ultimate aim of the College.

Value statements are driven by the MCC mission and reveal the most important attributes that exemplify the character and practices of the College.

Goal statements are general purposes statements that reveal a specific pathway by which the College addresses its mission.

Mission, vision, values, and goals are developed by MCC's administration in collaboration with faculty, staff, and community stakeholders and approved by the College's Board of Trustees.

2. Strategic Plan – Strategic planning involves the development of the College's goals that support MCC's mission, vision, and values. Goals are mission-directed, general-purpose statements that present specific achievements of the institution. A key component of this planning process is environmental scanning, or collecting information on the College's internal conditions and capabilities, as well as conditions in the external environment such as competitive and general contextual factors. Environmental scanning (a comprehensive compilation of stakeholder input) data is useful in determining the College's strengths and weaknesses and in calculating opportunities and threats in the organization's environment, (S.W.O.T. analysis). This information is vital to the analysis and evaluation of options for moving the College in the most desirable direction based on resources, (i.e. people, budget, structure, and technologies). The development of the Strategic Plan has broad-based input, is developed, reviewed and approved by the College's administration and the Board of Trustees.

3. Outcomes Assessment Report– A formal, comprehensive, ongoing and systematic process of outcomes assessment is conducted annually using the Outcomes Assessment Report (OAR) format by the College's academic programs, academic support services, and operational services. OARs document the assessment of student learning (including General Education), program and operational outcomes and the associated quality improvements. OARs provide each program's goals. For each goal, expected outcomes, relevant measures and results are presented. Finally, evidenced-based improvements are proposed and carried over to the next year's OARs as a means of closing the assessment loop.

Programs should include as many of their faculty and staff as possible for collaboration in the development of goals and outcomes and analysis of results and quality improvements. The Director of Institutional Effectiveness facilitates the OAR process with program and department heads for the purpose of improving College programs and services for students.

4. Program Review Report – The Program Review Report is completed at the conclusion of an academic year and presents accomplishments and an overall analysis of how a program or unit is performing. The Program Review is presented as a “state-of-the-program” report and provides a picture of the status of the program. Completed OARs are included in the Program Review as a supplemental document. Further, a section is provided for reporting anticipated needs for sustainability and program improvements.

5. Operational Plans – MCC maintains the following operational plans for the purpose of long-range planning, program implementation, assessment, and quality improvement:

A. Business Continuity Plan - a comprehensive, integrated method for operating the College in the event of a disruption, whether major or minor, affecting service delivery. The Business Continuity Plan is coordinated through the President's Office.

B. Diversity Plan – a comprehensive program that advances opportunities to create and maintain policies and programs that promote a diverse faculty, staff, administration and student body which reflect the diversity of our service area. The Diversity Plan is developed by the Diversity Committee.

C. Facility Master Plan – a comprehensive view of the physical and programmatic aspects of the College campus and facilities that describes efficiency and utilization of current structures, as well as identification of future needs. The Facilities Master Plan is coordinated through the Office of Institutional Effectiveness.

D. Institutional Effectiveness Plan – a comprehensive, integrated, systematic method for institutional research, planning and assessment processes in all areas of the College that advance continuous improvement, as well as the College mission. The Institutional Effectiveness Plan is coordinated by the Office of Institutional Effectiveness.

E. Marketing Plan - provides guidance for planning and executing strategies to create and maintain brand identity and to reach target markets. The Marketing Plan is developed by the Public Information Officer.

F. Quality Enhancement Plan (QEP) – a carefully designed and focused course of action that addresses a well-defined topic or issue(s) related to enhancing student learning. The QEP complements the College's ongoing, integrated, institution-wide planning and evaluation process. The QEP Plan is developed by the QEP Committee.

G. Resource Development Plan - provides guidance for planning and executing strategies to enable everyone to further his/her education. The Resource Development Plan provides information with regard to MCC's Foundation and grant goals. The Resource Development Plan is developed by the Foundation Executive Director, under the guidance of the MCC Foundation Board.

H. Technology Plan – a comprehensive, integrated method for the utilization of electronic medium in the delivery of instructional and instructional support services. The Plan supports the preparation of all students, faculty and staff with the knowledge and skills necessary for productive employment. It also addresses the infrastructure, equipment, software, hardware, security measures, usage policies, and staff training needed for effective use of technology. The Technology Plan is developed by the Information Technology Department.

General Education Competencies

In preserving the mission and goals of Montgomery Community College, a student who graduates from any Associate Degree program is afforded the opportunity to achieve competency in five (5) core concept areas which personify the foundation of knowledge and skills in general education. Core concepts which are *technological literacy, fundamental math, competence in reading, writing, and oral communication*. The College provides an annual report of the expected general education outcomes, their assessments, and when applicable, any plan to seek improvement by means of the *General Education Competencies Outcome Assessment Report*.

Mission Statement

Montgomery Community College provides life-long learning educational opportunities that prepare individuals for existing and emerging careers and personal growth.

Goals

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

Goal 1: Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.

Goal 2: Provide **facilities, technologies**, and information services that enhance student learning.

Goal 3: Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.

Goal 4: Create a culture for employing and retaining **quality faculty and staff** to support student success.

Goal 5: Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.

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

Values

Collaboration
Accessibility
Respect
Excellence
Scholarship

Definition of Core Values:

Collaboration Montgomery Community College values working together in a cooperative manner to accomplish our mission and goals.

Accessibility Montgomery Community College values providing quality educational opportunities and support services to individuals in convenient, user-friendly modes.

Respect Montgomery Community College values a work environment characterized by mutual respect for others' views, culture, and/or abilities.

Excellence Montgomery Community College strives for excellence in educational, student support, business, and community services.

Scholarship Montgomery Community College supports formal and informal educational opportunities for its students, faculty and staff.

Strategic Plan Goals

Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence and effective public communications.

Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students.

Montgomery Community College employees will integrate the College's instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their communities.

Appendices I MCC Operation Plans

Diversity Plan

Introduction

Montgomery Community College and the Board of Trustees endeavor to create and maintain a quality educational environment that supports policies that promote a diverse faculty, staff, administration and student body which reflect the diversity of our service area. (MCC Policy Manual)

The Diversity & Cultural Affairs Team provides opportunities for creative and cultural exchange of ideas and as a result, establishes a plan for recognizing and promoting diversity that is accountable, creative, and realistic to reflect the needs of the service delivery area.

Purpose

The Diversity & Cultural Affairs 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.

Diversity Goals

Annually, the Diversity & Cultural Affairs Team will:

- Promote diversity in the student enrollment and the faculty and staff populace which is reflective of the service area community.
- Provide feedback and suggestions related to the College's support services to enhance and promote diversity.
- Coordinate annual cultural awareness activities with other MCC teams.
- Host cultural event(s) on campus which are reflective of the MCC service area and which provide opportunities for students, staff and faculty to enhance awareness of other cultures.
- Celebrate diversity on campus with various displays throughout the school year.
- Attend at least one conference on cultural diversity, if the availability of funding permits.

Marketing Plan

Introduction

Montgomery Community College is a public two-year college and member institution of the North Carolina Community College System. As such, the college adheres to the guidelines for advertising for NC community colleges as specified by the NCCCS Presidents' Association.

Marketing Mission

In support of the Mission and Goals of Montgomery Community College, all college marketing provides positive, effective, and transparent communications in promoting the college's programs, initiatives and activities via internal and external media sources.

Marketing Goals

Annually, the Public Information Officer will:

- Conduct research to develop marketing objectives, using appropriate data sources. The Public Information Officer will rely on the Marketing Team and other stakeholders to provide guidance on designing marketing strategies.
- Develop marketing objectives that support the college's mission and goals, to reach identified and potential target markets.
- Create materials for recruiting purposes.
- Disseminate materials and/or information to potential markets, as well as respond to marketing requests.

Resource Development Plan

Foundation Mission

The Montgomery Community College Foundation supports the mission of Montgomery Community College to enable everyone to further his/her education. The Foundation will solicit and carefully manage funds for scholarships, awards, equipment, books, and other purposes to enable and enrich the college experience for students.

Foundation Goals

Annually, the Resource Development Director, under the guidance of the MCC Foundation Board, will:

- Plan and facilitate MCC Foundation fundraising events.
- Plan and facilitate the MCC Foundation scholarship award event.
- Participate in college and community programs to promote and/or market the MCC Foundation.
- Prepare and disseminate periodic reports to stakeholders.

Grant Introduction

Montgomery Community College is primarily operated using state and county funding sources. Because these funding sources are limited, the College seeks out external financial resources, federal, state, local and private sector grants, in support of college priorities.

Grant Goals

Annually, the Resource Development Director will:

- Assist in identifying grant opportunities.
- Assist in the collaborative writing requirements for grant proposals.
- Assist in post award monitoring and compliance of grants.
- Participate in professional development related to grants (opportunities, writing, and/or administration) when funding is available.

Technology Plan

Introduction

The purpose of Montgomery Community College's Information Technology department is to promote and support information technologies appropriate to the academic and administrative needs of the college. The Information Technology department manages the voice, data and cable networks which facilitate communications on and off campus. The department provides assistance, education, consulting and troubleshooting services for students, faculty and staff regarding the use of computing hardware, software, and peripherals in offices, classroom and laboratories. IT staff collaborate with faculty in the use and adoption of new information technologies in instruction. The department also manages the central administrative databases, information systems and computer hardware which support the business systems of the college.

In addition to providing information technology services, the department coordinates the provisioning of hardware, software and other technology-based services for the entire college in order to assure integration of computing resources and the coordination of service delivery.

Mission

The Mission of the Information Technology Department is to provide secure, reliable, and integrated technology solutions in alignment with academic and administrative goals, while delivering excellence in customer service.

Goals

Annually, the Information Technology Department will:

- Develop college computing technology to advance and enhance teaching and learning.
- Enhance the IT network infrastructure to promote improved reliability, availability, cost-effectiveness and security while improving the integration, collaboration and communications service offerings.
- Develop administrative systems to enhance productivity.
- Develop outstanding IT client services support for academic areas.
- Maintain all system and system access to state audit standards.

Appendices II MCC General Education Competencies

<div>GENERAL EDUCATION COMPETENCIES</div> <div>Outcomes Assessment Report2022-2023</div>							
General Education Competency	Course to Evaluate	Program of Study	Activities	Measure	Evaluation Criteria	Assessment Results	How do you plan to improve the outcome in the future?
<div>Technology Literacy</div> <div>Students will be able to utilize discipline appropriate technology in performing essential tasks.</div>	CIS 110	All AAS, except EDU BK AAS, EDU Career Track AAS, Sustainable Ag AAS, Facilities Maint AAS, & Mechatronics AAS	Instructors will give comprehensive modular exams in the following subjects: (1) computing basics and internet fundamentals, (2) Microsoft Office and Microsoft Windows fundamentals, (3) Microsoft Word fundamentals, (4) Microsoft Excel fundamentals, and (5) Microsoft PowerPoint fundamentals.	A blend of multiple choice and lab tests are used. All lab tests have a rubric (grade sheet).	75% or more of the CIS 110 students will pass the course with a grade of C or better.		.
	ACA 122	AA, AS, AGE, AFA, AE, AATP, ASTP, and EDU BK AAS	Module 1 called IT Prep Test	Number of correct answers on the test.	75% or more of the ACA 122 students will pass the Module 1 test with a C or better.		
	EDU 119	EDU A55220C	Research assignments utilizing computer and creating	Research Assignment Rubric	90% of the EDU 119 students will pass the research assignment with a C or better.		

			associated report-using computer.				
	AHR 112	Facilities Maintenance AAS	Students will successfully solve gas heating unit problems using simulators	Skills test	60% of the AHR 112 students will successfully demonstrate the ability to use technology to diagnose gas heater issues.		
	NUR 111	ADN	Students will attend a four-hour computer-charting course.	Skills test	100% of the NUR 111 students will successfully demonstrate the ability to login, navigate and utilize medical charting system.		
	AGR-112	Sustainable Ag AAS	Students will accurately maintain an online farm financial record keeping system with corresponding fiscal year reports.	Skills Assessment-Semester Long record keeping document compilation.	85 % of AGR 112 students will successfully keep accurate farm records for operation over fiscal year.		
<i>Fundamental Math Skills</i> Students will be able to use mathematics to solve problems.	MAT 110	ACHR, AGR, BUS, CJC, EDU, FAC MNT, FOR, GSM, HST, HSSM, IST, IT, MED, MOA, OST,	Instructors will give an exam.	Embedded Test Questions on MAT 110 Exam	Students will be able to correctly answer 65% of the total number of test answers possible to problems related to the Measures of Central Tendency.		
	MAT 143	AA, AFA, AATP, EDU	Instructors will give an exam.	Embedded Test Questions on MAT 143 Exam	Students will be able to correctly answer 70% of the total number of test answers possible to problems related to the Measures of Variation.		

	MAT 152	AA, AATP, HST, AGE-N	Instructors will give an exam.	Embedded Test Questions on MAT 152 Exam	Students will be able to correctly answer 70% of the total number of test answers possible to basic problems in probability.		
	MAT 171	AA, AFA, AS, ASTP, EST, IST, HST	Instructors will give an exam.	Embedded Test Questions on MAT 171 Exam	70% students will demonstrate the ability to graph lines using various graphing techniques.		
	MAT 271	AE, AS, ASTP	Instructors will give an exam.	Embedded Test Questions on MAT 271 Exam	65% of students will demonstrate the ability to apply knowledge of derivatives to find the maxima and minima of a function.		
	BIO 165	AGE, ADN	Instructors will give an exam	Embedded Test Questions on BIO 165 Exam	Students will be able to correctly answer 70% of the total number of test answers possible to problems involving a metric conversion		
	BIO 111	HST, EDU	Instructors will give an exam	Embedded Test Questions on BIO111 Exam	Students will be able to correctly answer 70% of the total number of test answers possible to problems involving fractions & percentages		
<i>Competence in Reading</i> Students will demonstrate effective reading comprehension.	ENG 111	All AAS, AA, AS, AE, AFA, AATP, ASTP & AGE	Instructors will assign a research paper.	Reading Comprehension Rubric	70% of students in ENG 111 will score 8 points or more on the Reading Comprehension Rubric.		

<i>Competence in Writing</i> Students will be able to write effectively.	ENG 111	All AAS, AA, AS, AE, AFA, AATP, ASTP & AGE	Instructors will assign a research paper.	Writing Rubric	70% of students in ENG 111 will score 70 points or more on the Writing/Argument Essay Rubric.		
<i>Competence in Oral Communications</i> Students will be able to speak effectively.	ENG 111	All AAS, AA, AS, AE, AFA, AATP, ASTP & AGE	Instructors will assign an oral presentation.	Oral Communication Rubric.	70% of students in ENG 111 will score 70 points or more on the Oral Communication Rubric.		

Student Government Association

Welcome week activities for Spring Semester included Food Trucks, hot chocolate and snacks for students. In addition, SGA members and Student Service staff provided an information booth to answer student questions and to provide directions to classes and activities.

The SGA sent a call out to students, faculty and staff to help support their Valentine's Day project to provide goody bags to approximately 150 nursing home residents.



**The MCC SGA is
supporting
local nursing
homes for
Valentine's Day
& could use
your help!**

Donations can be
dropped off at
Student Services
through February
1st. There are
approximately
150 residents.

**Donations
Requested:**
Activity Workbooks
(large print)
Crayons or Pens
Sugar Free Candy

Thanks for your
support!



**President's Report
February 8, 2023**

Activities since the November Board Meeting

1/12/23	Employee Meeting
1/12/23	Rotary Meeting
1/17/23	Cabinet Meeting
1/17/23	County Commissioners Meeting
1/20/23	CIS Board Meeting
1/23/23	MLK Day Event at MCC
1/23/23	NCCCAA Executive Board Meeting
1/24/23	VP Meeting
1/25-27/23	NCACCP Conference- Beaufort, NC
1/30/23	Special Projects Meeting
1/31/23	Cabinet Meeting

Upcoming Activities

2/1/23	Troy EDC Meeting
2/3/23	CIS Board Meeting
2/6/23	State of Educational Attainment Seminar

Board of Trustees Information

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



Blaze Your Trail

Board of Trustees Calendar of Events

2023

February 8, 2023	11:30 a.m.	Foundation Board Meeting
March 8, 2023	5:30 p.m.	Committee/Board Meeting
March 29, 2023-March 31, 2023		NCACCT Law/Legislative Seminar (Raleigh, NC)
April 12, 2023	5:30 p.m.	Committee/Board Meeting
May 10, 2023	11:30 a.m.	Foundation Board Meeting
May 10, 2023	5:30 p.m.	Board Meeting
May 10, 2023	7:00 p.m.	Graduation
June 14, 2023	5:30 p.m.	Committee/Board Meeting
July, 2023		No Board Meeting
August 9, 2023	11:30 a.m.	Foundation Board Meeting
August 9, 2023	5:30 p.m.	Committee/Board Meeting
September 13, 2023	5:30 p.m.	Committee/Board Meeting
October 11, 2023	5:30 p.m.	Committee/Board Meeting
November 8, 2023	11:30 a.m.	Foundation Board Meeting
November 8, 2023	5:30 p.m.	Committee/Board Meeting
December, 2022		No Board Meeting
December		Board Christmas Dinner

North Carolina State Ethics Commission Education Website

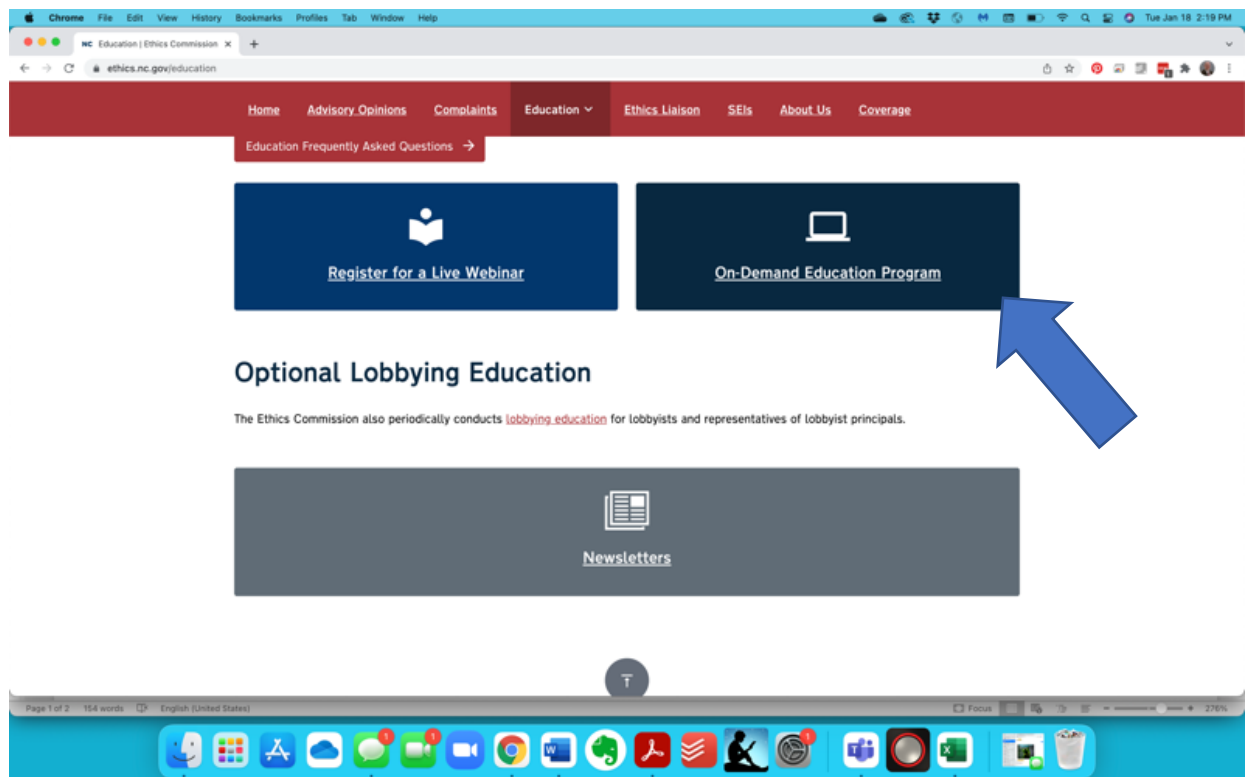
Mandatory Ethics Education

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 1/30/2023

Full Name	Appointment Start Date	Appointment End Date	Last SEI Received Date	Last Education Received Date	Next Education Due Date
Claudia Bulthuis	7/1/2008	6/30/2023	4/12/2022	9/24/2021	9/24/2023
Susan Eggleston	8/1/2021	6/30/2025	2/27/2022	9/24/2021	9/24/2023
Robert Harris	7/30/2018	6/30/2026	2/11/2022	8/31/2022	8/31/2024
Gordon Knowles	7/1/2018	6/30/2026	3/21/2022	5/27/2022	5/27/2024
Philip Jones	8/24/2020	6/30/2026	5/11/2022	7/28/2022	7/28/2024
Tawanda Bennett	8/12/2020	7/12/2024	4/13/2022	9/14/2020	9/14/2022
Gelynda Capel	7/1/2005	6/30/2025	3/17/2022	8/4/2022	8/4/2024
Katherine Dunlap	7/31/2019	6/30/2023	4/12/2022	4/23/2021	4/23/2023
Kerry Hensley	7/1/2019	6/30/2023	3/15/2022	4/23/2021	4/23/2023
William Price	7/1/2017	6/30/2025	2/9/2022	5/31/2022	5/31/2024
Philip Absher	7/1/2015	6/30/2024	4/13/2022	8/25/2021	8/25/2023
Timothy McAuley	3/30/2022	6/30/2024	3/30/2022	8/17/2022	8/17/2024

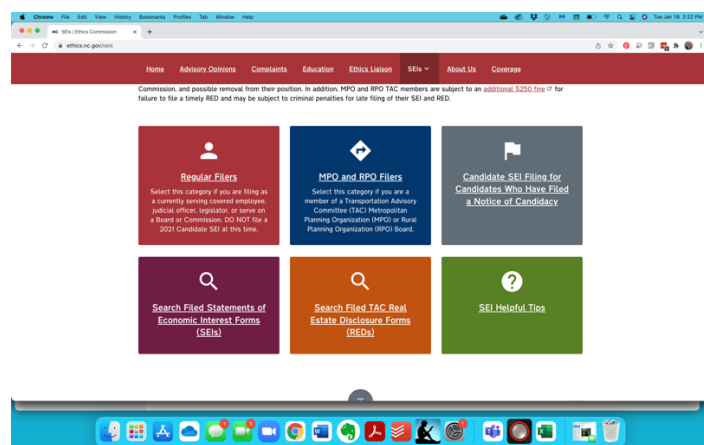
<https://ethicssei.nc.gov/Tools/Report>

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>