

**MONTGOMERY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, January 11, 2023 at 7:00 p.m. in the Board of Trustees Boardroom in Capel Hall. Committee meetings will begin at 5:30 p.m.

**Call to Order ..... Claudia 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 ..... Dylan Hurley/Joshua Hussey – Forestry**

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

**Standing Committees**

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

- October and November Financial Reports – **Appendix B-1 (Action)**
- October and November Foundation Funds Statements– **Appendix B-2**
- Foundation Update
- Grants Update– **Appendix B-3**

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

- Facilities and Construction Report – **Appendix C-1**
- 3-1 Blair Hall Classroom and Business Office Renovations – **Appendix C-2 (Action)**
- Open- End Design Agreement Proposal– **Appendix C-3 (Action)**

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

- Personnel Separations – **Appendix D-1**
- November Personnel Appointments – **Appendix D-2**
- December Personnel Appointments – **Appendix D-3**

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

- Update from Instruction/Student Services – **Appendix E-1**
- 2023-24 Academic Calendar– **Appendix E-2 (Action)**

**Legislative/Public Relations Committee .....Dr. Katherine Dunlap, Committee Chairman**

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

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

- Board Policy Manual Revisions.....
  - Policy 2.3.12- Institutional Research Policy – **Appendix G-1- Second Reading (Action)**
  - Policy 4.1.3 – Curriculum Development - **Appendix G-2 – Second Reading (Action)**
  - Policy 5.2.9 – Credit for Prior Learning - **Appendix G-3 – Second Reading (Action)**
  - Policy 7.1.10 – Information Security Program - **Appendix G-4 – Second Reading (Action)**

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

**President’s Report ..... Dr. Chad Bledsoe**

- Activities Since Previous Board Meeting – **Appendix I-1**
- Methods of Administration (MOA) Civil Rights Monitoring Visit – **Appendix I-2**

**Chairman’s Report ..... Claudia Bulthuis**

- Closed Session- **(Action)** (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.)
- Open Session – **(Action)**
- Report on Closed Session
- Board of Trustees Committee Assignments – **Appendix J-1**
- Calendar of Events – **Appendix J-2**
- Presidential Evaluation Schedule
  - Direct Reports turn in forms by January 31, 2023.
  - BOT reviews Direct Report Forms at February BOT Meeting.
  - BOT receives evaluation form at February BOT Meeting.
  - BOT returns completed forms by March BOT Meeting.
  - Results are compiled and reviewed by BOT in March.
  - Results are discussed with Dr. Bledsoe at April BOT Meeting.

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

## Minutes

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

Wednesday, November 9, 2022

#### Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, November 9, 2022 in the Montgomery Community College Boardroom. 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

Kerry Hensley  
Philip Jones  
Gordon Knowles  
Tim McAuley, Sr.  
Bill Price

#### Absent

Robert Harris  
Reagan Hunsucker, SGA  
President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; Dr. Andrew Gardner, Dean of Continuing Education and Emily Tucker, Small Business Center Director.

#### Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance including Dr. Andrew Gardner.

#### Prayer

Mrs. Bulthuis opened the meeting with prayer.

#### Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the November 9, 2022 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 – Dr. Andrew Gardner- NCWorks**

The Board received a presentation from Dr. Andrew Gardner, Dean of Continuing Education presented for NCWorks and explained the services provided by and the partners who collaborate with NCWorks. He also shared a letter to the Board from a WIOA participant.

### **Approval of October Board and Committee Meeting Minutes– Appendix A**

Mr. Knowles made a motion, seconded by Mr. Price, to approve the October 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 this evening. Mrs. Hensley reported from the committee the following items:

- The committee reviewed the September financial report presented by Mrs. McBride. Mrs. Hensley made a motion to approve, the September financial report as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the September 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 fourth annual Shooting Clay tournament was held on Friday, November 4, 2022 at DeWitt's Outdoor Sports in Ellerbe, NC with 13 participating teams and the event raised over \$4,000.00.

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

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

- The committee reviewed Appendix C-1; the Facilities Report presented by Dr. Bledsoe. He noted the Blair Hall Renovation, the Boardroom, and Classroom 267 in Capel Hall are completed with the exception of some technology upgrades to the Boardroom.
- No action was required of the Board.

### **Personnel Committee – Phil Absher, Vice Chairman**

The Personnel Committee met earlier this afternoon. Mr. Absher reported from the committee the following items:

- The Committee reviewed Appendix D-1, Employee Personnel Appointments for Diana Sanchez, Registrar; and Steven Jackson, Full-time Custodian.
- The Committee reviewed Appendix D-2, the Revised Organizational Chart.
- The Committee was presented with Appendix D-3, New Position for Gunsmithing Instructor.
- The Committee was presented with Appendix D-4, New Position for Assistant Registrar – Continuing Education.

Mr. Absher made a motion to approve the revised organizational chart. Coming from the committee, this required no second. The motion carried. Mr. Absher made a motion to approve the new positions for Gunsmithing Instructor and Assistant Registrar in Continuing Education. Coming from the committee, this required no second. The motion carried.

### **Curriculum/Student Services Committee – Bill Price, Chairman**

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

- The Committee received an update on Instruction/Student Services activities from Mr. Proctor.
- The Phlebotomy students will complete their certification testing on December 16, 2022.
- The SkillsUSA Postsecondary Chapter has been renewed with Welding and Masonry planning to compete in the State SkillsUSA Competition in the Spring.
- The Forestry Club will be competing in the Woodsman Meet at the Cradle of Forestry.
- The Finish Line Grant transitioned from the Commerce Department to the Community College System. The purpose of this grant is to assist students who are close to graduating and have encountered an unforeseen financial hardship.
- Student Services staff completed professional development training on “Understanding and Supporting the Mental Health Impacts Experienced by Students of Color”.
- Business and Industry provided Train the Trainer Powerlifts Operator class to Jordan Lumber and Saputo.
- Health and Public Safety had 24 students to participate in the inaugural Fire/Rescue Expo.
- The Annual Sleigh Full of Clay sales event is scheduled for November 30, 2022-December 1, 2022.
- The Small Business Center continues to be onsite throughout the community.
- The Montgomery County NCWorks Career Center obtained certification for another two years.
- The Committee was presented with a Revised Student Fee Chart.

The committee recommended and Mr. Price made a motion to approve the Revised Student Fee Chart. Coming from the committee this required no second. The motion carried.

### **Legislative/Public Relations Committee – Bill Price, Chairman**

The Legislative/Public Relations Committee met earlier this evening and Dr. Bledsoe gave a brief Legislative update:

- The committee received a brief legislative update from Dr. Bledsoe.
- The committee received a Public Relations/Marketing update. Kelly Morgan shared press releases and press pickups by the local newspaper.
- No action was required from the board.

### **Institutional Status Committee – Susan Eggleston, Vice Chairman**

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

- The committee received Policy 1.12, Awards and Recognitions for a second reading. The Committee approved changes to policy 1.12.
- The committee received Policy 2.3.12, Institutional Research Policy for a first reading.
- The committee received Policy 4.1.3, Curriculum Development Policy for a first reading.
- The committee received Policy 5.2.9, Credits for Prior Learning for a first reading.
- The committee received Policy 7.1.10, Information Security Program for a first reading.

The committee recommended and Mrs. Eggleston made a motion to approve Policy 1.12, Awards and Recognitions. Coming from the committee this required no second. The motion carried.

### **SGA Report –Dr. Bledsoe, SGA President –Appendix H**

Dr. Bledsoe gave an update on SGA activities located in Appendix H. He reported on the 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 reported on the Civil Rights visit at the college.
- Dr. Bledsoe shared all Board members have received a college email address.
- Dr. Bledsoe shared employees with the college will be attending the SACSCOC annual conference in December.
- Dr. Bledsoe was active in several strategic planning meetings at the college and at several locations in town.

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

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

- The Veterans Day Ceremony will be held on November 10, 2022 at 11:00 a.m. at the MCC flagpole.
- The Board Christmas Dinner will be December 9, 2022.

Mrs. Bulthuis presented an outstanding service award to Dr. Bledsoe, Mrs. Ervin, and Mrs. Jean Abbott.

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

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Claudia Bulthuis, Chairman

## **Budget & Finance Committee Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2022 at 5:30 p.m. in the Montgomery Community College Boardroom.

### **Present**

Kerry Hensley, Chairman  
Bill Price, Vice Chair  
Phil Absher  
Gordon Knowles  
Claudia Bulhuis

### **Absent**

Philip Jones

### **Others Present**

Tawanda Bennett  
Gelynda Capel  
Dr. Katie Dunlap  
Susan Eggleston  
Tim McAuley Sr.

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; and Sandra Clyburn, Assistant to the President.

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

Committee roll was called by Mrs. Hensley.

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

### **September Financial Reports – Appendix B-1 – Jeanette McBride (Action)**

Mrs. McBride presented Appendix B-1, the September Financial Reports.

- As of September 30, 2022, County fund expenditures were \$204,205 or 24% of the budget.
- As of September 30, 2022, there were \$432,562 available for Capital Expenditures.
- As of September 30, 2022, State funds were \$2,108,957 or 22 % of the budget.
- As of September 30, 2022, the Institutional Fund balance was \$967,233.
- As of September 30, 2022, the balance in the STIF account was \$200,202.

Mr. Price made a motion, seconded by Mr. Absher, to approve the September Financial reports. The motion carried.

### **September Foundation Fund Statement – Appendix B-3 –Korrie Ervin**

Mrs. Ervin presented Appendix B-3, the September Foundation Fund Statement.



- Mrs. Ervin gave a Foundation Update. As of September 30, 2022, the Foundation fund statement totaled \$3,914,010.57. This reflects a market change decrease of \$231,722.78 for the month.

### **Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. The Foundation Board and Nominating Committee met earlier today. The 2022 Humanitarian of the year award is Mr. and Mrs. Win (Elizabeth) Dozier. The 2022 Fundraiser of the year is Mrs. Korrie Ervin.

On November 4, 2022 the Foundation held the 4<sup>th</sup> Annual Shooting Clays Tournament. There were 13 teams and the event raised over \$4, 000. Half of these proceeds go to the Gunsmithing Program, to help with student expenses and travel to the SHOT Show.

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, November 9, 2022 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

**Absent**

Robert Harris

**Others Present**

Phil Absher  
Tawanda Bennett  
Kerry Hensley  
Tim McAuley Sr.  
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; and Sandra Clyburn, Assistant to the President.

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

Committee roll was called by Mr. Knowles.

Mrs. Eggleston made a motion, seconded by Dr. Katie Dunlap, to approve the October 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). Renovations in the Boardroom are almost complete with the exception of the upgraded technology being installed. Renovations to Classroom 267 are complete.

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, November 9, 2022 at 5:50 p.m. in the Montgomery Community College Boardroom.

**Present**

Phil Absher, Chairman  
Gelynda Capel, Vice Chairman  
Tawanda Bennett  
Kerry Hensley  
Claudia Bulthuis

**Absent**

Robert Harris

**Others Present**

Dr. Katie Dunlap  
Susan Eggleston  
Tim McAuley Sr.  
Gordon Knowles  
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; and Sandra Clyburn, Assistant to the President.

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

Committee roll was called by Mr. Absher.

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

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

Dr. Bledsoe presented Appendix D-1, the Personnel Appointments for Diana Sanchez, Registrar; and Steven Jackson, FT Custodian.

**Organizational Chart – Appendix D-2– Action**

Dr. Bledsoe presented Appendix D-2, the request to approve the revised Organizational Chart.

Mrs. Capel made a motion, seconded by Mrs. Hensley, to approve the request for the revised Organizational Chart. The motion carried.

**New Position- Gunsmithing Instructor – Appendix D-3– Action**

Dr. Bledsoe presented Appendix D-3, the request for a new position, Weekend Gunsmithing Instructor.

Mrs. Hensley made a motion, seconded by Mrs. Bulhuis, to approve the request for the new position, Weekend Gunsmithing Instructor position. The motion carried.

**New Position- Assistant Registrar- Continuing Education – Appendix D-4 – Action**

Dr. Bledsoe presented Appendix D-4, the request for a new position, Assistant Registrar in Continuing Education.

Mrs. Hensley made a motion, seconded by Mrs. Capel, to approve the request for the new position, Assistant Registrar in Continuing Education. The motion carried.

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, November 9, 2022 at 6:00 p.m. in the Montgomery Community College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Kerry Hensley  
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; and Sandra Clyburn, Assistant to the President.

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

Committee roll was called by Mr. Price.

Mrs. Eggleston made a motion, seconded by Dr. Katie Dunlap, to approve the October 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.

- The SkillsUSA Postsecondary Chapter has been renewed with Welding and Masonry planning to compete in the State SkillsUSA Competition in the Spring.
- The Forestry Club will be competing in the Woodsman Meet at the Cradle of Forestry.
- The Finish Line Grant transitioned from the Commerce Department to the Community College System. The purpose of this grant is to assist students who are close to graduating and have encountered an unforeseen financial hardship.
- Student Services staff completed professional development training on “Understanding and Supporting the Mental Health Impacts Experienced by Students of Color”.
- Business and Industry provided Train the Trainer Powerlifts Operator class to Jordan Lumber and Saputo.
- Health and Public Safety had 24 students to participate in the inaugural Fire/Rescue Expo.
- The Annual Sleigh Full of Clay sales event is scheduled for November 30, 2022- December 1, 2022.

- The Montgomery County NCWorks Career Center obtained certification for another two years.
- The Small Business Center continues to be onsite throughout the community.

**Regional Partnership Letter of Certification – Appendix E-2**

Mr. Proctor presented Appendix E-2, the Letter of Certification from Regional Partnership.

**Student Fee Chart Revised – Appendix E-3 (Action)**

Mr. Proctor presented Appendix E-3, the Revised Student Fee Chart.

Mrs. Eggleston made a motion, seconded by Dr. Katie Dunlap, to approve the Revised Student Fee Chart. 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, November 9, 2022 at 6:08 p.m. in the Montgomery Community College Boardroom.

**Present**

Dr. Katie Dunlap, Chairman  
Claudia Bulthuis, Vice Chairman  
Tawanda Bennett  
Tim McAuley Sr.  
Bill Price

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
Kerry Hensley  
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; and Sandra Clyburn, Assistant to the President.

Dr. 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 October 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 Mohawk Industries MOU signing, and Employee Awards. The Fall tabloid is complete.

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, November 9, 2022 at 6:14 p.m. in the Montgomery Community College Boardroom.

**Present**

Susan Eggleston, Vice Chair  
Gelynda Capel  
Claudia Bulthuis

**Absent**

Robert Harris

**Others Present**

Phil Absher  
Tawanda Bennett  
Dr. Katie Dunlap  
Kerry Hensley  
Tim McAuley Sr.  
Gordon Knowles  
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; and Hunter Smith, Director of Institutional Effectiveness/SACSCOC Liaison; and Sandra Clyburn, Assistant to the President.

Mrs. Eggleston, Vice Chairman, called the meeting to order.

Committee roll was called by Mrs. Eggleston.

Mrs. Capel made a motion, seconded by Mrs. Bulthuis, to approve the October committee minutes. The motion carried.

**Board Policy Manual – Dr. Bledsoe – Appendix G-1 Second Reading (Action)**

Dr. Bledsoe presented Appendix G-1, Board Policy 1.12- Awards and Recognitions for a second reading. The committee discussed changes to the policy to allow for the awarding of Honorary Associate Degrees and honors for current members.

Mrs. Capel made a motion, seconded by Mrs. Bulthuis, to approve the Board Policy 1.12- Awards and Recognitions. The motion carried.

**Board Policy Manual – Dr. Bledsoe – Appendix G-2 First Reading**

Dr. Bledsoe presented Appendix G-2, Board Policy 2.3.12-Institutional Research Policy for a first reading.

**Board Policy Manual – Dr. Bledsoe – Appendix G-3 First Reading**

Dr. Bledsoe presented Appendix G-3, Board Policy 4.1.3- Curriculum Development for a first reading.



**Board Policy Manual – Dr. Bledsoe – Appendix G-4 First Reading**

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

**Board Policy Manual – Dr. Bledsoe – Appendix G-5 First Reading**

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

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

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

**Committee Members**

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

**Call to Order ..... Kerry Hensley, Chairman**

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

- October and November Financial Reports – **Appendix B-1 (Action)**..... Jeanette McBride
- October and November Foundation Fund Statement – **Appendix B-2** ..... Emily Tucker
- Foundation Update..... Emily Tucker
- Grants Update – **Appendix B-3 Appendix** ..... Korrie Ervin

**New Business .....Kerry Hensley**

**Adjourn .....Kerry Hensley**

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

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	238,748	75,791	162,957	32%
Benefits	125,579	38,487	87,092	31%
Contracted Services	27,250	9,189	18,061	34%
Supplies & Materials	43,069	19,872	23,197	46%
Professional Development (Travel)	596	27	569	4%
Utilities	346,811	102,229	244,582	29%
1 Repairs & Maintenance	20,829	15,265	5,564	73%
Membership & Dues	860	860	-	100%
Insurance & Bonding	37,149	728	36,421	2%
Other Current Expenses	8,419	1,105	7,314	13%
Non-Capitalized Equipment	1,490	-	1,490	0%
<b>Total Current Expense</b>	<b>850,800</b>	<b>263,553</b>	<b>587,247</b>	<b>31%</b>

1 Includes annual maintenance contracts paid in July.

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

Life-to-date Revenues as of State's September 2022 Report	1,033,604
Add: Prior FY Property Tax Allocations from County Report	450,020
Add: FY23 Property Tax Allocation from County Report	23384
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
<b>Total Revenue</b>	<b>1,682,008</b>
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs	(88,499)
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 10/31/22</b>	<b>\$ 445,375</b>

**Montgomery Community College  
State Funds - Board Report for October 2022**

	<b>2022-2023 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY23</b>
Salaries- Full Time	4,814,147	1,470,210	3,343,937	31%
Salaries- Part Time	788,223	238,451	549,772	30%
<b>Salaries- Full Time &amp; Part Time</b>	<b>5,602,370</b>	<b>1,708,661</b>	<b>3,893,709</b>	<b>30%</b>
<b>Benefits</b>	<b>2,202,033</b>	<b>740,471</b>	<b>1,461,562</b>	<b>34%</b>
Contracted Instruction	127,107	20,531	106,576	16%
Financial/Audit Services	64,122	14,112	50,010	22%
I.T. Contracted Services	4,500	-	4,500	0%
Other Contracted Services	17,644	7,188	10,456	41%
<b>Contracted Services</b>	<b>213,373</b>	<b>41,832</b>	<b>171,541</b>	<b>20%</b>
<b>Supplies &amp; Materials</b>	<b>292,933</b>	<b>72,939</b>	<b>219,994</b>	<b>25%</b>
<b>Professional Development &amp; Travel</b>	<b>114,507</b>	<b>21,034</b>	<b>93,473</b>	<b>18%</b>
<b>Communications</b>	<b>72,728</b>	<b>19,711</b>	<b>53,017</b>	<b>27%</b>
Equipment Repair	19,933	2,199	17,734	11%
Maintenance Agreements	142,802	6,031	136,771	4%
<b>Equipment Repairs &amp; Maintenance Contracts (I.T. Equipment)</b>	<b>162,735</b>	<b>8,230</b>	<b>154,505</b>	<b>5%</b>
<b>Advertising</b>	<b>84,991</b>	<b>26,246</b>	<b>58,745</b>	<b>31%</b>
Credit Card Electronic Processing	11,680	3,226	8,454	28%
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	-	55,804	0%
Project Skill-Up-Student Assistance	411	-	411	0%
Other Current Expense	38,501	10,856	27,645	28%
<b>Other Current Services</b>	<b>148,723</b>	<b>24,483</b>	<b>124,240</b>	<b>16%</b>
Software License Renewal	127,158	29,096	98,062	23%
Other I.T. Rentals/ Leases	113,704	55,627	58,077	49%
<b>IT Rentals/Leases/Licenses</b>	<b>240,862</b>	<b>84,722</b>	<b>156,140</b>	<b>35%</b>
<b>Insurance and Bonding</b>	<b>20,300</b>	<b>1,087</b>	<b>19,213</b>	<b>5%</b>

**Montgomery Community College  
State Funds - Board Report for October 2022**

	<b>2022-2023 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY23</b>
<b>Membership &amp; Dues</b>	<b>29,766</b>	<b>4,600</b>	<b>25,166</b>	<b>15%</b>
Minor Equipment Low Risk < \$5K	20,683	12,634	8,049	61%
Minor Equipment High Risk <\$5K	54,880	54,129	751	99%
<b>Minor Equipment</b>	<b>75,563</b>	<b>66,764</b>	<b>8,799</b>	<b>88%</b>
<b>Total Current Expense</b>	<b>9,260,884</b>	<b>2,820,781</b>	<b>6,440,103</b>	<b>30%</b>
Equipment	347,484	-	347,484	0%
Perkins Equipment	18,114	-	18,114	0%
Books	39,085	2,752	36,333	7%
<b>Equipment &amp; Books</b>	<b>404,683</b>	<b>2,752</b>	<b>401,932</b>	<b>1%</b>
<b>Total Expenses</b>	<b>9,665,567</b>	<b>2,823,533</b>	<b>6,842,035</b>	<b>29%</b>

**Montgomery Community College**  
**Institutional Funds- Board Report for October 2022**

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 10/31/2022
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	-	-	2,320
Overhead Receipts 75%	19,600	1,511	901	20,210
Current General & Miscellaneous	28,210	488	488	28,210
Administrative Support	183	413	595	-
Overhead Receipts 25%	13,450	504	-	13,954
Excess Fee Receipts	-	-	-	-
Textbook Rental	27,488	50	5,637	21,900
College Work Study	-	2,523	2,523	-
CARES Act-Institutional	(12,142)	61,711	49,568	-
Lost Revenue HEERF II	157,102	-	-	157,102
<b>Total Institutional Support</b>	<b>231,987</b>	<b>67,200</b>	<b>59,713</b>	<b>239,473</b>
Forestry Program	5,823	-	-	5,823
Specific Fees	117,243	38,014	21,268	133,989
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	6,648	442	94,553
Golden Leaf FY20	-	-	-	-
<b>Total Curriculum Instruction &amp; Fees</b>	<b>227,624</b>	<b>44,662</b>	<b>21,710</b>	<b>250,577</b>
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	7,792	9,580	98,333
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	80	1,388	8,037
Specific Fees: Occupational Extension	118,139	7,392	9,892	115,638
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	15,000	45,625
2 DOL-AWESM Grant	(11,860)	20,239	18,527	(10,148)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
<b>Total Cont Ed/Non-Curriculum Inst &amp; Fees</b>	<b>278,221</b>	<b>53,503</b>	<b>54,388</b>	<b>277,335</b>
3 NCWorks Grant Adult Services/Dislocated Worker	-	55,216	63,686	(8,469)
3 NCWorks Finish Line Grant	-	-	1,745	(1,745)
<b>Total NC Works</b>	<b>-</b>	<b>55,216</b>	<b>65,431</b>	<b>(10,214)</b>
Operational Funds	42,251	-	13,137	29,114
4 Sales Tax Utilization	-	55,023	88,499	(33,476)
4 Agricultural Expansion	-	(31,844)	-	(31,844)
<b>Total Plant Operation &amp; Maintenance</b>	<b>42,251</b>	<b>23,179</b>	<b>101,636</b>	<b>(36,206)</b>
Vending	18,589	3,549	3,099	19,038
Bookstore Vending	66,089	617	-	66,707
General Store	1,338	-	-	1,338
Parking Fee	31,531	1,313	-	32,843
Student Government Association	47,960	10,920	5,640	53,240
Graduation Fund	2,007	425	-	2,432
Student Ambassador	31,601	1,217	163	32,655

**Montgomery Community College**  
**Institutional Funds- Board Report for October 2022**

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 10/31/2022
Club Accounts	81,451	-	-	81,451
<b>5</b> Agency Fund	(21,741)	-	-	(21,741)
Funds for Others	2,860	-	-	2,860
Restricted Scholarships Held	7,333	-	-	7,333
Loan Funds Held & Dist	-	-	-	-
<b>Total Proprietary/Other</b>	<b>269,017</b>	<b>18,041</b>	<b>8,902</b>	<b>278,155</b>
GEER Scholarship	161	-	-	161
FSEOG	200	-	-	200
<b>6</b> Pell Grant	(10,033)	426,622	426,622	(10,033)
<b>7</b> Education Lottery Scholarship	-	20,024	21,740	(1,716)
Golden LEAF	-	9,281	9,281	-
NC Community College Grant	(225)	23,606	22,609	772
High Demand/Low Enrollment	-	-	-	-
<b>8</b> MCC Foundation Scholarship	-	6,000	76,820	(70,820)
Wells Fargo Scholarship	-	500	-	500
Less Than Half-time	-	2,412	-	2,412
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
LongLeaf Commitment Grant	224	1,926	-	2,150
NCSEAA FELPS Sch	-	2,250	2,250	-
STWD Short-Term Workforce Development	-	10,400	10,400	-
CARES Act-Student	-	-	-	-
<b>Total Student Aid- Grants &amp; Scholarships</b>	<b>(9,673)</b>	<b>507,521</b>	<b>574,222</b>	<b>(76,374)</b>
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Metal Finishing Lab	56,609	-	3,086	53,524
Golden LEAF-FY2020-085	-	-	-	-
<b>Total Capital Assets</b>	<b>56,609</b>	<b>-</b>	<b>3,086</b>	<b>53,524</b>
<b>Total Institutional Funds: First Bank</b>	<b>1,096,037</b>	<b>769,322</b>	<b>889,088</b>	<b>976,271</b>
<b>STIF Account as of 10/31/22</b>		<b>Interest</b>	<b>Prior Y.E.</b>	<b>Current</b>
		<b>This Year</b>	<b>Balance</b>	<b>Balance</b>
Operational Funds		186	45,180	45,367
Self Supporting- Continuing Education		45	10,922	10,967
Technology Fees		331	80,218	80,549
Bookstore		261	63,324	63,585
<b>Total Institutional Funds: State Treasury</b>		<b>824</b>	<b>199,644</b>	<b>200,468</b>
<b>1 Pell Overpayment(Due from Students)</b>				
<b>2 Due from Forsyth Tech</b>				
<b>3 Due from NC Works (WIOA)</b>				
<b>4 Due from County</b>				
<b>5 FA Bookstore Charges</b>				
<b>6 Due from Students</b>				
<b>7 Due from College Foundation of NC</b>				
<b>8 Due from Foundation</b>				

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

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	236,773	97,463	139,310	41%
Benefits	125,579	48,821	76,758	39%
Contracted Services	27,250	13,360	13,890	49%
Supplies & Materials	43,069	23,658	19,411	55%
Professional Development (Travel)	596	27	569	4%
Utilities	346,811	125,417	221,394	36%
1 Repairs & Maintenance	22,800	15,657	7,143	69%
Membership & Dues	860	860	-	100%
Insurance & Bonding	37,149	910	36,240	2%
Other Current Expenses	8,423	1,672	6,751	20%
Non-Capitalized Equipment	1,490	-	1,490	0%
<b>Total Current Expense</b>	<b>850,800</b>	<b>327,844</b>	<b>522,956</b>	<b>39%</b>

1 Includes annual maintenance contracts paid in July.

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

Life-to-date Revenues as of State's September 2022 Report	1,033,604
Add: Prior FY Property Tax Allocations from County Report	450,020
Add: FY23 Property Tax Allocation from County Report	23,384
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
<b>Total Revenue</b>	<b>1,682,008</b>
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs	(91,073)
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 11/30/22</b>	<b>\$ 442,801</b>



**Montgomery Community College**  
**State Funds - Board Report for November 2022**

	<b>2022-2023 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY23</b>
Salaries- Full Time	4,774,289	1,841,875	2,932,414	39%
Salaries- Part Time	797,698	314,806	482,892	39%
<b>Salaries- Full Time &amp; Part Time</b>	<b>5,571,987</b>	<b>2,156,681</b>	<b>3,415,306</b>	<b>39%</b>
<b>Benefits</b>	<b>2,202,535</b>	<b>921,307</b>	<b>1,281,228</b>	<b>42%</b>
Contracted Instruction	126,865	25,226	101,639	20%
Financial/Audit Services	64,122	15,404	48,718	24%
I.T. Contracted Services	4,500	-	4,500	0%
Other Contracted Services	20,142	11,630	8,512	58%
<b>Contracted Services</b>	<b>215,629</b>	<b>52,260</b>	<b>163,369</b>	<b>24%</b>
<b>Supplies &amp; Materials</b>	<b>305,145</b>	<b>89,314</b>	<b>215,831</b>	<b>29%</b>
<b>Professional Development &amp; Travel</b>	<b>114,121</b>	<b>31,496</b>	<b>82,625</b>	<b>28%</b>
<b>Communications</b>	<b>72,988</b>	<b>26,904</b>	<b>46,084</b>	<b>37%</b>
Equipment Repair	19,933	3,232	16,701	16%
Maintenance Agreements	140,645	13,158	127,487	9%
<b>Equipment Repairs &amp; Maintenance Contracts (I.T. Equipment)</b>	<b>160,578</b>	<b>16,390</b>	<b>144,188</b>	<b>10%</b>
<b>Advertising</b>	<b>89,255</b>	<b>30,856</b>	<b>58,399</b>	<b>35%</b>
Finish Line Grant	28,101	975	27,126	3%
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	290	55,514	1%
Project Skill-Up-Student Assistance	411	-	411	0%
Other Current Expense	37,640	13,106	24,534	35%
<b>Other Current Services</b>	<b>175,963</b>	<b>29,487</b>	<b>146,476</b>	<b>17%</b>
Software License Renewal	125,442	76,982	48,460	61%
Other I.T. Rentals/ Leases	113,704	55,627	58,077	49%
<b>IT Rentals/Leases/Licenses</b>	<b>239,146</b>	<b>132,608</b>	<b>106,538</b>	<b>55%</b>

**Montgomery Community College**  
**State Funds - Board Report for November 2022**

	<b>2022-2023 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY23</b>
<b>Insurance and Bonding</b>	<b>20,300</b>	<b>1,087</b>	<b>19,213</b>	<b>5%</b>
<b>Membership &amp; Dues</b>	<b>29,526</b>	<b>4,600</b>	<b>24,926</b>	<b>16%</b>
Minor Equipment Low Risk < \$5K	26,635	17,447	9,188	66%
Minor Equipment High Risk <\$5K	54,880	54,129	751	99%
<b>Minor Equipment</b>	<b>81,515</b>	<b>71,577</b>	<b>9,939</b>	<b>88%</b>
<b>Total Current Expense</b>	<b>9,278,688</b>	<b>3,564,567</b>	<b>5,714,121</b>	<b>38%</b>
Equipment	363,150	16,050	347,100	4%
Perkins Equipment	15,329	-	15,329	0%
Perkins Non-Cap Equipment	2,785	2,785	0	100%
Books	39,085	2,752	36,333	7%
<b>Equipment &amp; Books</b>	<b>420,349</b>	<b>21,587</b>	<b>398,763</b>	<b>5%</b>
<b>Total Expenses</b>	<b>9,699,037</b>	<b>3,586,154</b>	<b>6,112,883</b>	<b>37%</b>

**Montgomery Community College**  
**Institutional Funds- Board Report for November 2022**

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 11/30/2022
<b>1</b> Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	-	-	2,320
Overhead Receipts 75%	19,999	2,066	1,152	20,914
Current General & Miscellaneous	23,777	652	652	23,777
Administrative Support	(217)	499	(29)	311
Overhead Receipts 25%	13,450	689	-	14,139
Excess Fee Receipts	-	-	-	-
Textbook Rental	27,488	50	5,637	21,900
College Work Study	-	4,408	4,408	-
<b>2</b> CARES Act-Institutional	(12,142)	227,649	218,080	(2,573)
Lost Revenue HEERF II	157,102	-	-	157,102
<b>Total Institutional Support</b>	<b>227,555</b>	<b>236,015</b>	<b>229,901</b>	<b>233,668</b>
Forestry Program	5,823	-	-	5,823
Specific Fees	117,243	47,018	37,879	126,382
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	7,960	628	95,680
Golden Leaf FY20	-	-	-	-
<b>Total Curriculum Instruction &amp; Fees</b>	<b>227,624</b>	<b>54,978</b>	<b>38,506</b>	<b>244,096</b>
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	8,745	11,790	97,076
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	149	1,388	8,106
Specific Fees: Occupational Extension	118,139	8,391	11,051	115,478
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	15,000	45,625
<b>3</b> DOL-AWESM Grant	(11,860)	20,239	23,033	(14,655)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
<b>Total Cont Ed/Non-Curriculum Inst &amp; Fees</b>	<b>278,221</b>	<b>55,522</b>	<b>62,263</b>	<b>271,481</b>
<b>4</b> NCWorks Grant Adult Services/Dislocated Worker	-	63,686	72,916	(9,230)
<b>4</b> NCWorks Finish Line Grant	-	-	1,745	(1,745)
<b>Total NC Works</b>	<b>-</b>	<b>63,686</b>	<b>74,661</b>	<b>(10,975)</b>
Operational Funds	42,251	-	15,268	26,983
<b>5</b> Sales Tax Utilization	-	55,023	91,073	(36,050)
<b>5</b> Agricultural Expansion	-	(31,844)	-	(31,844)
<b>Total Plant Operation &amp; Maintenance</b>	<b>42,251</b>	<b>23,179</b>	<b>106,341</b>	<b>(40,911)</b>
Vending	18,589	5,188	3,891	19,886
Bookstore Vending	66,089	4,829	-	70,918
General Store	1,338	-	-	1,338
Parking Fee	31,531	1,638	-	33,168
Student Government Association	47,960	13,177	7,215	53,923
Graduation Fund	2,007	440	-	2,447
Student Ambassador	31,601	1,465	163	32,903

**Montgomery Community College  
Institutional Funds- Board Report for November 2022**

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 11/30/2022
Club Accounts	101,054	-	-	101,054
<b>6</b> Agency Fund	(16,075)	-	-	(16,075)
Funds for Others	3,799	-	-	3,799
Restricted Scholarships Held	8,333	-	-	8,333
Loan Funds Held & Dist	-	-	-	-
<b>Total Proprietary/Other</b>	<b>296,225</b>	<b>26,738</b>	<b>11,269</b>	<b>311,694</b>
GEER Scholarship	161	-	-	161
FSEOG	450	13,650	13,650	450
<b>7</b> Pell Grant	(13,289)	426,622	435,734	(22,401)
<b>8</b> Education Lottery Scholarship	(50)	21,140	22,806	(1,716)
Golden LEAF	-	11,531	11,531	-
NC Community College Grant	(440)	25,962	23,929	1,593
<b>8</b> High Demand/Low Enrollment	-	71	1,272	(1,201)
MCC Foundation Scholarship	-	77,070	76,341	730
Wells Fargo Scholarship	-	500	-	500
Less Than Half-time	-	2,341	1,140	1,201
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
LongLeaf Commitment Grant	224	21,093	19,604	1,713
NCSEAA FELPS Sch	-	2,250	2,250	-
STWD Short-Term Workforce Development	(101)	10,400	9,600	699
CARES Act-Student	-	-	-	-
<b>Total Student Aid- Grants &amp; Scholarships</b>	<b>(13,045)</b>	<b>617,130</b>	<b>622,356</b>	<b>(18,271)</b>
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Metal Finishing Lab	56,609	-	5,222	51,387
<b>9</b> SCIF: Capel Hall Reno #2672	-	-	73,000	(73,000)
Golden LEAF-FY2020-085	-	-	-	-
<b>Total Capital Assets</b>	<b>56,609</b>	<b>-</b>	<b>78,222</b>	<b>(21,613)</b>
<b>Total Institutional Funds: First Bank</b>	<b>1,115,440</b>	<b>1,077,248</b>	<b>1,223,520</b>	<b>969,168</b>
		<b>Interest</b>	<b>Prior Y.E.</b>	<b>Current</b>
<b>STIF Account as of 11/30/22</b>		<b>This Year</b>	<b>Balance</b>	<b>Balance</b>
Operational Funds		254	45,180	45,434
Self Supporting- Continuing Education		61	10,922	10,983
Technology Fees		451	80,218	80,669
Bookstore		356	63,324	63,680
<b>Total Institutional Funds: State Treasury</b>		<b>1,122</b>	<b>199,644</b>	<b>200,766</b>

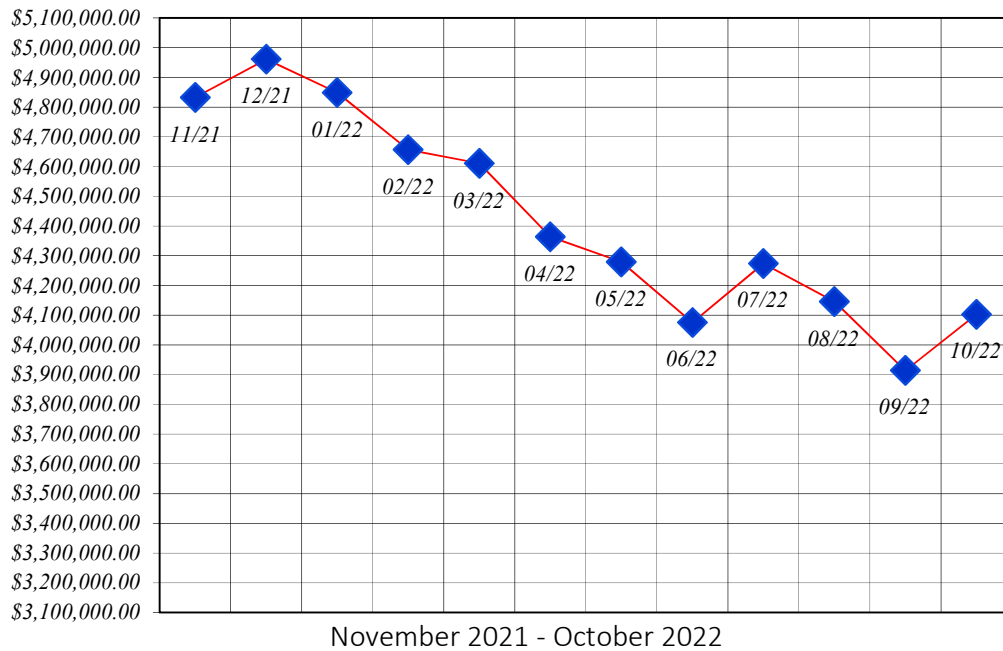
- 1 Pell Overpayment(Due from Students)**
- 2 Due from Dept of Ed**
- 3 Due from Forsyth Tech**
- 4 Due from NC Works (WIOA)**
- 5 Due from County**
- 6 FA Bookstore Charges**
- 7 Due from Students**
- 8 Due from College Foundation of NC**
- 9 Due from State**

# Montgomery Community College Foundation

## Funds Statement FY 2022-2023

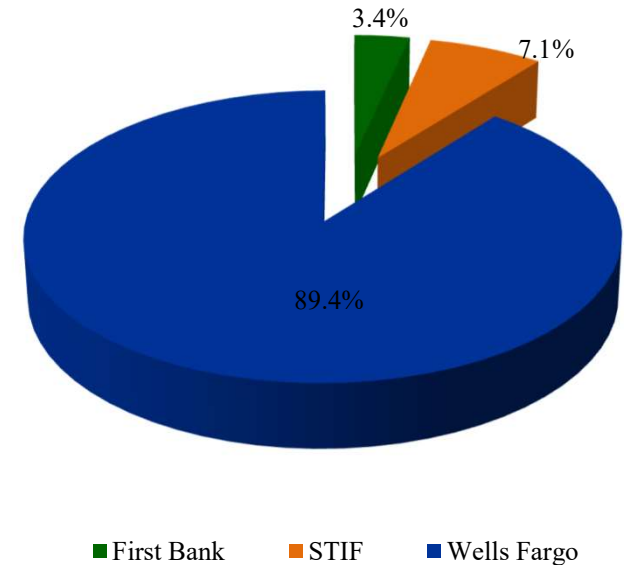
	Fiscal Year To Date 7/1/2022 thru 6/30/2023				Month of October 2022			
	Wells Fargo	STIF	First Bank	Total	Wells Fargo	STIF	First Bank	Total
<b>Beginning Value</b>	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48	\$3,489,622.22	\$293,680.60	\$130,707.75	\$3,914,010.57
<b>Receipts</b>								
Interest/Dividends	\$30,785.23	\$1,208.85	\$8.37	\$32,002.45	\$5,568.46	\$390.74	\$2.35	\$5,961.55
Deposits	\$14,255.71	\$25,717.88	\$74,442.33	\$114,415.92	\$2,221.87	\$1,425.00	27,858.00	\$31,504.87
<b>Total Receipts</b>	\$45,040.94	\$26,926.73	\$74,450.70	\$146,418.37	\$7,790.33	\$1,815.74	\$27,860.35	\$37,466.42
<b>Disbursements</b>								
Fees/Withdrawals	\$14,360.23	\$20,042.60	\$62,634.31	\$97,037.14	\$3,900.29	\$2,774.61	\$17,691.47	\$24,366.37
<b>Total Disbursements</b>	\$14,360.23	\$20,042.60	\$62,634.31	\$97,037.14	\$3,900.29	\$2,774.61	\$17,691.47	\$24,366.37
<b>Market Value Net Change</b>								
	(\$21,808.77)	\$0.00	\$0.00	(\$21,808.77)	\$175,846.32	\$0.00	\$0.00	\$175,846.32
<b>Ending Value</b>	\$3,669,358.58	\$292,721.73	\$140,876.63	\$4,102,956.94	\$3,669,358.58	\$292,721.73	\$140,876.63	\$4,102,956.94
<b>Net Change</b>	\$8,871.94	\$6,884.13	\$11,816.39	\$27,572.46	\$179,736.36	(\$958.87)	\$10,168.88	\$188,946.37

### Foundation Funds Value



November 2021 - October 2022

### Foundation Funds Distribution



■ First Bank   ■ STIF   ■ Wells Fargo

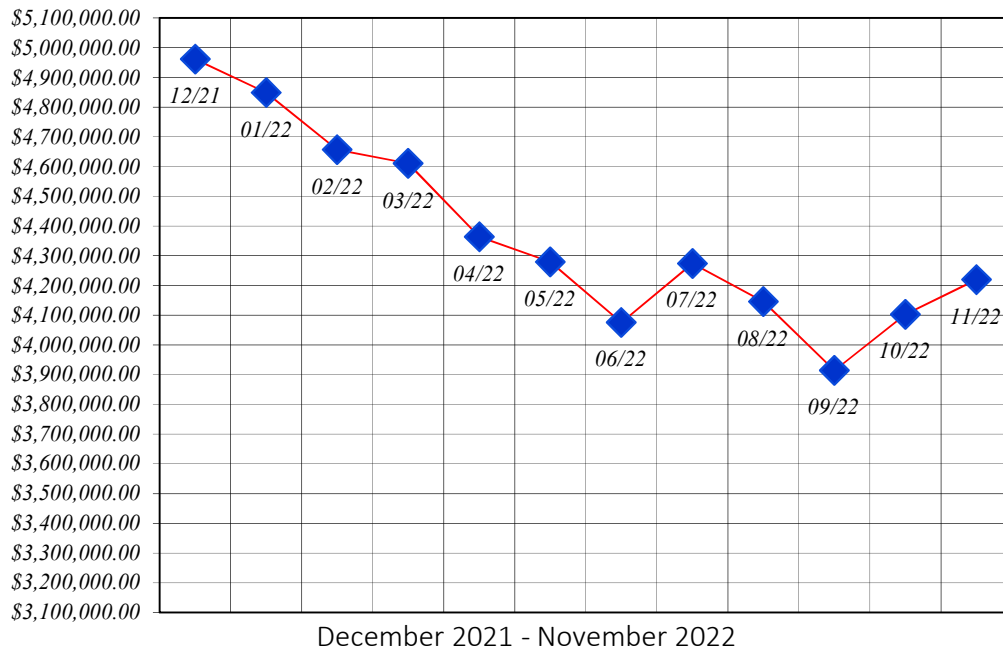
# Montgomery Community College Foundation

## Funds Statement FY 2022-2023

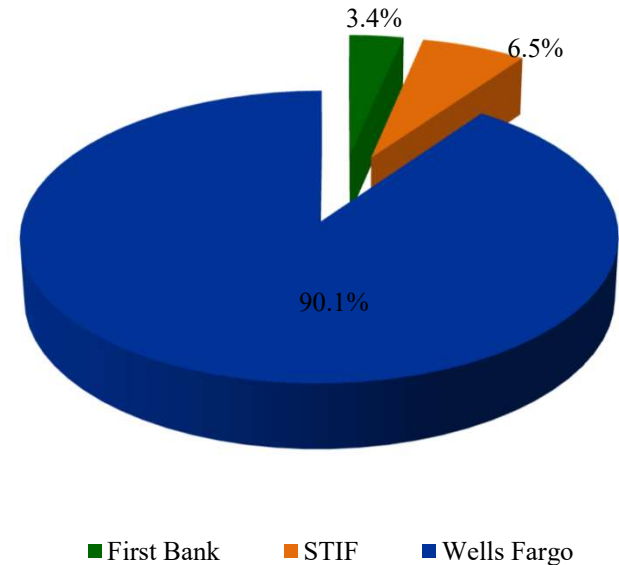
	Fiscal Year To Date 7/1/2022 thru 6/30/2023			
	Wells Fargo	STIF	First Bank	Total
<b>Beginning Value</b>	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
<b>Receipts</b>				
Interest/Dividends	\$37,476.49	\$1,634.99	\$10.66	\$39,122.14
Deposits	\$24,755.71	\$27,942.88	\$102,076.16	\$154,774.75
<b>Total Receipts</b>	\$62,232.20	\$29,577.87	\$102,086.82	\$193,896.89
<b>Disbursements</b>				
Fees/Withdrawals	\$79,693.71	\$40,387.71	\$89,134.12	\$209,215.54
<b>Total Disbursements</b>	\$79,693.71	\$40,387.71	\$89,134.12	\$209,215.54
<b>Market Value Net Change</b>	\$159,701.27	\$0.00	\$0.00	\$159,701.27
<b>Ending Value</b>	\$3,802,726.40	\$275,027.76	\$142,012.94	\$4,219,767.10
<b>Net Change</b>	\$142,239.76	(\$10,809.84)	\$12,952.70	\$144,382.62

Month of November 2022			
Wells Fargo	STIF	First Bank	Total
\$3,669,358.58	\$292,721.73	\$140,876.63	\$4,102,956.94
\$6,691.26	\$426.14	\$2.29	\$7,119.69
\$10,500.00	\$2,225.00	27,633.83	\$40,358.83
\$17,191.26	\$2,651.14	\$27,636.12	\$47,478.52
\$65,333.48	\$20,345.11	\$26,499.81	\$112,178.40
\$65,333.48	\$20,345.11	\$26,499.81	\$112,178.40
\$181,510.04	\$0.00	\$0.00	\$181,510.04
<b>\$3,802,726.40</b>	<b>\$275,027.76</b>	<b>\$142,012.94</b>	<b>\$4,219,767.10</b>
\$133,367.82	(\$17,693.97)	\$1,136.31	\$116,810.16

### Foundation Funds Value



### Foundation Funds Distribution



Grants Applied or in Process 2022					
Farm Credit Carolina	Agriculture Rescue Program	Funds received will be used to establish an agriculture rescue program to prepare local fire, EMS, and rescue organizations to handle emergencies common to farming and farm implaments.	1 Year	\$5,000	Submitted April 14, 2022 Approved, November 14, 2022
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted October, 2022
Grants Awarded 2022 - 2023					
NC State University	North Carolina Agricultural Education Student Beekeeping Grant	Grant funding is available in each North Carolina County for FFA Chapters serving high school students to create and continue beekeeping programs.	3 Year	\$1,500	Submitted April 7, 2022 Approved June 2022
People Helping People (REMC)	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted May 24, 2022 Approved, July 2022
Wal-Mart	Wal-Mart Local Community Grant	Funds will be used purchase "live burn" propane props to train firefighters using propane simulations.	1 Year	Requested \$5,000 Awarded \$2,000	Submitted April 15, 2022 Awarded April 21, 2022
CSX - Transportation	CSX - Pride in Service Grant	Funding to supporting the Continuing Education Health and Public Safety - Fire Training Center. Purchasing 20 and 40 foot ConEx metal storage containers for training props.	1 Year	\$25,000	Submitted April 14, 2022 Denied

**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 order .....Gordon Knowles, Chairman**

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

- Facilities and Construction Report – **Appendix C-1**..... Dr. Chad Bledsoe
- 3-1 Blair Hall and Business Office Renovations –**Appendix C-2 (Action)** ..... Dr. Chad Bledsoe
- Open-End Design Agreement Proposal –**Appendix C-3 (Action)** ..... Dr. Chad Bledsoe

**New Business ..... Gordon Knowles**

**Adjourn ..... Gordon Knowles**



## Montgomery Community College Facilities and Construction Update January 2023

### Construction

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

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

2<sup>nd</sup> phase (building renovations and HVAC upgrades) Most of the renovations have been completed. All restrooms have been completed pending final inspection by architect and administration (MCC). The project did not pass the first state inspection. Contractors are working on correcting issues noted during inspection.

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

### Facilities

- **Buildings**

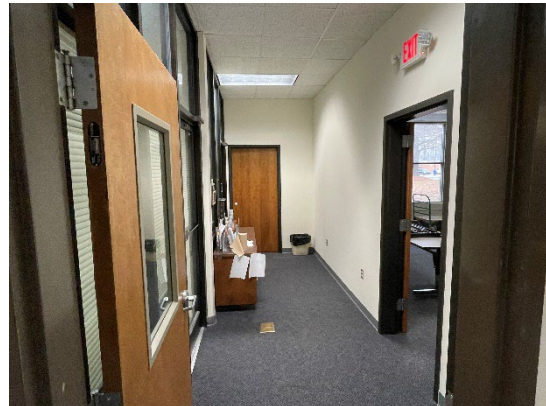
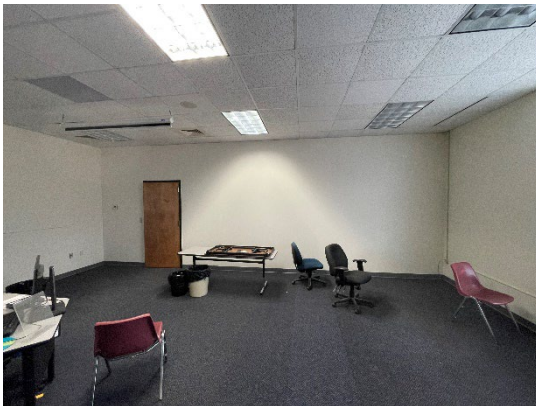
- Five new air handlers are currently being installed in Blair Hall. These will replace the existing air handlers that were installed in the late 1970's. A new chiller will be installed in the coming weeks.



- Maintenance constructed a mock jail cell in Building 500. This will be used to practice cell extractions.



- A new wall was constructed in the CATS Lab to divide the classroom and the offices.



# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

### NEW PROJECT

<b>College</b>	Montgomery Community College	▼		
<b>Project Name</b>	Blair Hall Classroom & Business Office Renovation		<b>NCCCS Project No.</b>	
<b>Campus</b>	1035 Montgomery CC - Main Campus	▼	<b>County</b>	Montgomery

**I. TYPE OF PROJECT:**

Renovation of Existing Facility	▼		▼
	▼		▼

**II. DESCRIPTION OF PROJECT:**

\*For description of a renovation of existing facility project, please include scope of work, description of existing facility (location, size (SF) and floors, materials, use of interior spaces), description of renovation (location, size (SF), materials, use of spaces), overview of facility’s existing and new instructional programming, and any special construction requirements (permitting, abatement, demolition, etc.).

**Insert project and amendment description here.**

Business Office and Classroom renovations in Blair Hall with a total building square footage of 64,090 square feet- (Houses Student Services, Workforce Development Center, Counseling Center, Computer Labs, General Classrooms, Auditorium, and the Student Lounge). Renovate and redesign the current Business office to be adjacent to Student Service to facilitate the processes for students. In addition, renovate a general classroom to make a more conducive learning environment. Renovations to Business office and general classroom areas include: removing of walls, ceilings, lighting, flooring, HVAC, electrical, and plumbing. Replacement of walls, flooring, and ceiling. Update HVAC system, electrical, and plumbing to increase efficiency. The square footage of the Business office is 1,680, the square footage of general classroom (118) is 843.

**Project to be constructed/renovated on college owned property**

**Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in **Capital Improvement Manual**.

This form was prepared by:

Name: Jeanette McBride

Signature: \_\_\_\_\_

Contact Number: 910-898-9630

Date: 12/14/2022

CPC Signature: \_\_\_\_\_

**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

- 1. Site Grading and Improvements (not in III B) ....
- 2. Demolition (not in III B) .....

**Subtotal "A"**

0.00

**B. CONSTRUCTION**

- 1. Design Fee ..... 45,000.00
- 2. Construction..... 431,500.00
- 3. Construction Contingency ..... 22,500.00
- 4. Other Contracts .....
- 5. Other Fees .....

**Subtotal "B"**

499,000.00

**C. Other Costs**

- 1. Initial Equipment.....
- 2. Work Performed by Owner .....

**Subtotal "C"**

0.00

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

**\$499,000.00**

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

- 1. County Appropriated
- 2. County Bonds
- 3. 

	▼
--	---
- 4. 

	▼
--	---
- 5. 

	▼
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**Subtotal "A"**

0.00

**B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)**

- 1. 

	▼
--	---
- 2. 

	▼
--	---
- 3. 

	▼
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**Subtotal "B"**

0.00

**C. STATE FUNDS (Reimbursed by the System Office)**

- 1. Budget Code 

42160 New SCIF Connect NC	▼
---------------------------	---

 499,000.00
- 2. Budget Code 

	▼
--	---
- 3. Budget Code 

	▼
--	---
- 4. Budget Code 

	▼
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**Subtotal "C"**

499,000.00

Total Sources of Funds Available (IV A, B, C)

499,000.00

**D. UNIDENTIFIED FUNDS**

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)

**Subtotal "D"**

0.00

**Total Sources of Funds Including Unidentified**

**\$499,000.00**

**V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES**

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$499,000.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated January 11, 2023.

As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

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Chairman - Board of Trustees

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Chief Administrative Officer/President

## Open End Design Agreement Proposal

After conducting some research into Open-end Design Agreements, we advertised for an architectural firm to provide this service. By entering into this type of agreement, we would create a contract stating we would hire them to perform small projects (\$300,000 or less) as needed for advance planning purposes, code renovations, etc. Once we have a project in mind (renovations, wayfinding, facility master plan, roofing, hvac, etc.), they would create plans for us to put it out for bid with our local contractors. We would only be invoiced for the work on that project not to exceed \$35,000 per project. The Open-end Design Agreement contract can be renewed on an annual basis.

Five architectural firms submitted their proposals and after careful review, we are proposing **Smith-Sinnett Architecture** for this agreement. They already hold Open-end Design Agreements with other community colleges and come highly recommended by the Office of State Construction.

### Open-End Architectural Agreement Tabulation

<b>Smith Sinnett Architecture</b> Raleigh, NC	This is a firm that has done work in surrounding counties. Currently, helping with EMHS in Biscoe. They have a lot of experience with State Construction. They had good recommendations from SCO and Randolph CC. They are a HUB vendor. They have received a lot of EXCELLENT ratings on Interscope. For those reasons they were selected.
<b>WHN Architects, PA</b> Charlotte, NC	This firm seems to focus more on large scale projects. Their average rating on Interscope is ACCEPTABLE. Not a HUB vendor. For those reasons they were eliminated.
<b>Terracon</b> Raleigh, NC	Terracon mostly focuses on building structures, roofing, waterproofing. No interior design. For those reasons they were eliminated.
<b>M Ramseur &amp; Associates</b> Raleigh, NC	This is a fully remote, virtual based architecture firm. For that reason they were eliminated.
<b>Patria Design</b> Raleigh, NC	This a new established firm that started in 2021 that has no community college experience. For that reason they were eliminated.

**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
- Gelynda Capel
- Claudia Bulthuis

**Call to Order .....Phil Absher, Chairman**

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

- Personnel Separations - **Appendix D-1** .....Phil Absher
- November Personnel Appointments - **Appendix D-2** .....Phil Absher
- December Personnel Appointments - **Appendix D-3** .....Phil Absher

**New Business ..... Phil Absher**

**Adjourn ..... Phil Absher**

**Montgomery Community College**  
**Employee Separations**  
**November, 2022**

**Assistant to Career and College Readiness/Instructor** - On September 22, 2022, **Teresa Hudson**, separated from employment with Montgomery Community College. Teresa had been employed from July 1, 2010 to November 11, 2022.

The Instructor and Assistant to the Director of College and Career Readiness reports directly to the College and Career Readiness Director. This position will teach courses in the College and Career Readiness program. This position will record student assessment and program placement, maintain student files, enter data into the Literacy Education Information system (LEIS), and other activities related to student success. This position will perform a variety of routine clerical and administrative support functions such as correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to the public, students, instructors, and staff regarding the College and Career Readiness (CCR) program. This job requires a knowledge of Microsoft products, Ellucian Colleague, Blackboard, and applications to support College and Career Readiness courses.

**Nursing Instructor** – On November 27, 2022, **Carolyn Saunders**, separated from employment with Montgomery Community College. **Carolyn** had been employed from August 13, 2007 to November 27, 2022.

The Nursing Instructor is responsible for student success by creating an optimum learning environment. The full-time nursing faculty participates in the planning, implementation, evaluation and revision of the program curriculum. He/she will be responsible for quality instruction and for effectiveness participation in total affairs of the college.



**Montgomery Community College  
Employee Appointments  
November 2022**



**Special Projects Coordinator and Grant Writer-** On November 1, 2022, **Korrie Ervin** was hired as the Special Projects Coordinator and Grant Writer. She holds an Associate's degree in Business Administration from Montgomery Community College. Prior to her promotion, Korrie served as the Director of Resource Development and Assistant to the President from February 2008 to October 2022.

Office #204, 910-898-9606 (ext.606 ) [ervink4089@montgomery.edu](mailto:ervink4089@montgomery.edu)

**Montgomery Community College  
Employee Appointments  
December 2022**



**Director of Resource Development** - On December 1, 2022, **Emily Tucker** was hired as the Director of Resource Development. She holds a Bachelor's degree from University of NC at Pembroke, Associates degree from Richmond Community College and a Certificate in Nonprofit Organizational Management from the Institute for Organization Management. Prior to her promotion, Emily served as the Small Business Director for MCC from November 2021 to November 2022. She also served Richmond County Chamber of Commerce as the Assistant to the President from 1997 to 2006 and the President from March 2006 to October 2021.

Office #, 910-898- (ext. ) [tuckere5282@montgomery.edu](mailto:tuckere5282@montgomery.edu)



**Assistant to the Director of College & Career Readiness** - On December 5, 2022, **Caron Van Waardenburg** was hired as the Assistant to the Director of College & Career Readiness. She holds a Bachelor's degree in Business Administration and Management of Information System from Florida International University. Prior to coming to MCC, Caron was employed by Sandhills Community College as the Intake and Assessment Specialist from September 2021 – December 2022. She also was employed as an IT Coordinator with Southland Industrial Supply, a Project Manager with Integrated Solutions and IT Implementation Project Manager with Office Depot during her career from January 1999 to March 2013.

Office #100E, 910-898-9678 (ext.678) [@montgomery.edu](mailto:@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
- Philip Jones
- 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**
- 2023-24 Academic Calendar – **Appendix E-2 (Action)** ..... **Lee Proctor**

**New Business .....Bill Price**

**Adjourn .....Bill Price**

## **Board Report Instruction and Student Services January 2023**

Faculty and Staff collectively supported Moore County students with grade extensions and provided check-ins and support regarding food insecurities and basic needs during the power outage.

### **Instruction**

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

Dean Amy Friery participated in an articulation agreement signing with UNC – Wilmington for the Social Work Programs. Montgomery Community College students will be able to transfer to UNC-Wilmington with this “2-plus-2” agreement.

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

The CTE programs played host to a number of student groups in December. All eight grade students got an opportunity to tour the CTE building and other CTE programs at the College to experience options available to them. In addition, the College and Montgomery County Schools hosted a CTE open house for parents and students to share what programs are available through the College and Career Promise program (CCP). Both events were designed to highlight CTE options prior to 2023 -2024 class schedule sign up.

#### **Arts and Sciences**

Phi Theta Kappa (PTK) sponsored a painting stress reduction break in December. Students, faculty, and staff had the opportunity sign up for two different sessions to paint season themed art work. The event also served as a fundraiser for the organization.

#### **Gunsmithing**

The gunsmithing student completed their fundraising activities for this year’s trip to Las Vegas for the annual Nation Shooting Sports Foundation SHOT show trip. Currently Twenty -four students and two faculty are signed up to participate in this year’s show.

### **Student Services**

Focus was on Registration for the upcoming semester and numbers steadily increased throughout the month. Spring semester 2023 numbers look good at this point for the term. dCACRAO outreach paid off as Jessica Latham had two students from Chatham Central High School tour the Taxidermy program and two students from North Moore High School accepted in the GSM program. Several students have connected with Shaquille Little to attend CCP courses at MCC. Outreach efforts to allied health are in full swing to prepare for the upcoming January deadlines for Nursing programs and to encourage Dental applicants to submit all needed information by the April deadline.

Tour of Doors was a success as MCC employees brought their holiday cheer to campus by decorating their doors. Themes from Songs of the Season, Gingerbread House Village, Polar Bears, The Peanuts Gang, and Let IT Support all around campus. This event raised money for the Tree of Hope program.

## Continuing Education

### **Business & Industry Services**

All seven HVAC students have successfully completed their EPA certification. Leadership Montgomery had a fantastic Business and Industry Day. Tours were completed at FirstHealth Montgomery Memorial, Mohawk Industries, Jordan Lumber, Aberdeen Carolina Western Railway, and Saputo. New Economic Development Partnership of North Carolina representative Jennifer Holcomb traveled with the group.

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

Marketing efforts have increased through community activities as well as through a newly established College and Career Readiness Facebook Page. Enrollment in the English Language Learner program has 10 new students.

### **Health & Public Safety**

Health and Public Safety received a Farm Credit Carolina Grant for \$5,000 to start an agricultural rescue program. The construction of a simulated jail cell in Building 500 was completed for public safety training.

### **Heritage Crafts**

The annual Sleigh Full of Clay sales event was a hit. The event had over \$1,500 in sales. A portion of the proceeds went to student scholarships. The Heritage Crafts division added John Boalick as the new Director of Heritage Crafts.

### **NCWorks**

The Montgomery County NCWorks Career Center hired Cherbrooke Bostic as the new part time Workforce Investment Opportunity Act (WIOA) Youth Program Specialist.

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

Geneé Greene is the new Small Business Center Director.

## Montgomery Community College Academic Calendar 2023-2024

### Fall Semester 2023

August 14(Mon)	9-month Contract Begin
August 14, 17	Quality Trails
August 15-16	Late Registration
August 18	Divisional Work Day
August 21(Mon)	Classes Begin
August 28 (Mon)	15-week Classes Begin
September 4	Labor Day Holiday
October 16-17	Fall Break
November 22 - 25	Thanksgiving Break
December 18 (Mon)	Classes End
December 19	Grades Due
December 19– January 1	Christmas Break

### Spring Semester 2024

January 2, 4	Spring Quality Trails
January 3	Late Registration
January 5	Divisional Work Day
January 8	Classes Begin
January 15	MLK Holiday
January 16	15-week Classes Begin
March 5 – 9	Spring Break
April 1	Easter Break
May 6	Classes End
May 8	Graduation
May 10	9-month Contracts End

### Summer Semester 2024

May 15	Classes Begin
May 27	Memorial Day
July 1 – 6	Independence Day holiday break
July 17	Term Ends

November 10, 2022

**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 Business .....Dr. Katie Dunlap**

**Adjourn .....Dr. Katie Dunlap**

# Board Report - Marketing Update – January, 2023 Meeting

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

Reconsidering tabloid calendar (moving November to October)

## Promotional Activities (events and advertising purchased)

None

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

Greenhouse Ribbon Cutting

SBC Outreach

Shooting Tournament/Fundraiser

UNC-W Agreement

## Press Pickups

BLET Transition

CCR Relaunch/Deb Sikes

Greenhouse Ribbon Cutting

SBC Outreach

Shooting Tournament/Fundraiser



## Social Media Statistics (Facebook)

2021-2022	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Reactions	567	248	856	864	644	1,974	1,211	717	1,126	333	407	941
Comments/Shares	102	161	255	173	305	727	510	326	195	79	116	207
Reached	6,350	12,948	14,334	14,102	9,081	18,854	14,451	13,380	14,191	5,746	5,796	9,430
Engaged	2,188	1,827	3,025	3,685	2,972	11,153	8,506	4,458	6,092	4,289	2,232	4,721
New Followers	14	49	32	30	25	70	9	42	54	48	27	21
Total Followers	3,198	3,249	3,277	3,306	3,320	3,377	3,386	3,428	3,477	3,538	3,554	3,572



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

**Committee Members**

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

**Call to Order .....Robert Harris, Chairman**

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

- Board Policy Manual Revisions..... Dr. Chad Bledsoe
  - Policy 2.3.12- Institutional Research Policy **Appendix G-1 - Second Reading (Action)**
  - Policy 4.1.3 – Curriculum Development - **Appendix G-2 –Second Reading (Action)**
  - Policy 5.2.9 – Credit for Prior Learning - **Appendix G-3 – Second Reading (Action)**
  - Policy 7.1.10 – Information Security Program - **Appendix G-4 –Second Reading (Action)**

**New Business ..... Robert Harris**

**Adjourn ..... Robert Harris**

**Policy 2.3.12 Institutional Research Practices (New Policy)**

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.

Approved: \*\*\*\*\*

## COMMUNITY COLLEGE

INSTRUCTIONAL  
CURRICULUM  
DEVELOPMENTPOLICY  
4.1.3

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The President shall determine the courses and programs of instruction needed to meet the educational needs of the people in the College's service area and shall determine the effectiveness and efficiency of the programs and services in meeting these needs.

All new programs offered by the College must comply with the Southern Association of Colleges and Schools Commission on general education requirements and be approved by the Board of Trustees, the North Carolina Community College System Office, and the State Board of Community Colleges. The College must include the North Carolina Community College System Office's required components in the development of a curriculum program of study consistent with the provisions of the State Board Code.

All approved programs and courses should be contained in the College's Catalog<sup>1</sup>.

The continued operation of any curriculum program is dependent upon adequate state funds and sufficient enrollment in the program.

The President shall develop procedures for the implementation of this Policy.

Adopted:

Legal Reference: 1D SBCCC 400.10

<sup>1</sup> Substitute appropriate title used by College (handbook, course catalog, etc.)

COMMUNITY COLLEGE	CREDITS FOR PRIOR LEARNING	POLICY 5.2.9
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The College may award Credits for Prior Learning (“CPL”) as designated by law and state regulations for the following prior learning methods:

1. Apprenticeship
2. ~~Certification and licensures~~ State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
3. Courses listed in high school to community college articulation agreements
4. Military education and training
5. Standardized examinations
6. Challenge exams/Proficiency
7. Portfolio assessment
8. Public Safety Training ("PST") prefix courses

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College’s standards for awarding credit for the corresponding curriculum course. The College shall award CPL in a manner consistent with State Board regulations.

To be eligible to receive CPL, students must 1) meet all admission requirements for their program of study; 2) be enrolled in a curriculum program to which the credit will directly apply; and 3) request a prior learning assessment consistent with Procedure 5.2.9.1.

#### **A. CREDIT THROUGH APPRENTICESHIP<sup>1</sup>**

The College shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

The College, participating employer, and North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

Upon successful completion of a registered apprenticeship, the individual will receive work-based learning course credit.

#### **B. CREDIT THROUGH CERTIFICATION AND LICENSURES**

Students seeking CPL via industry recognized and/or state regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the designated college official or office for consideration.

<sup>1</sup> ApprenticeshipNC is responsible for implementing equal opportunity standards relating to apprenticeship, and the State Board of Community Colleges has incorporated and adopted federal regulations in Title 29, Part 30 of the Code of Federal Regulations to implement equal opportunity in apprenticeships. Consult with your local attorney if you have questions about federal apprenticeship compliance obligations.

Designated faculty/staff should review the request form and supporting documentation to determine whether the student is eligible to receive academic credit.

Students are responsible for providing evidence of their valid (non-expired) certification(s) which must have been issued within five (5) years prior to their request for articulated credit. Students must be enrolled in the associated program to receive course credit.

### **C. HIGH SCHOOL TO COMMUNITY COLLEGE ARTICULATION AGREEMENT CREDITS**

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit. Transcripts of high school courses must be submitted to the College.

### **D. MILITARY EDUCATION AND TRAINING**

Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact Student Services for more information.

### **E. STANDARDIZED EXAMINATIONS**

The College may award CPL credit for the following standardized examinations:

1. College Board Advanced Placement Program (“AP”): College course credit will be granted to students who pass the AP examinations with a score of three, four or five.
2. Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.
3. College-Level Examination Program (“CLEP”): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.
4. DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.
5. International Baccalaureate Diploma Programme: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

### **F. REQUESTING CHALLENGE/PROFICIENCY EXAMINATION**

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

If a department offers credit by examination, no eligible student can be refused the opportunity to take the exam for course credit. A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course.

Students meeting challenge exam eligibility requirements, as provided by the State Board, state and federal law, and this policy, are responsible for submitting a challenge examination request.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.

## **G. PORTFOLIO ASSESSMENT PROCESS**

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is “a formal communication” presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.

To submit a portfolio for assessment, students must contact the department offering the course and follow the schedule established by the department. Courses eligible for credit by portfolio assessment are determined by the department. All portfolio assessments will be completed by discipline-appropriate faculty trained in assessing portfolios for credit. Departments offering prior learning assessment by portfolio will establish rubrics to guide faculty assessment and scoring.

## **H. CREDIT THROUGH PUBLIC SAFETY TRAINING PREFIX COURSES**

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training and/or credentials.

Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training course descriptions as listed in the Combined Course Library.

Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

Adopted:

Legal Reference: N.C.G.S. § 115D-5; 1D SBCCC 800.1; 4A SBCCC 100.1; 4B SBCCC 100.1

<b>COMMUNITY COLLEGE</b>	<b>INFORMATION TECHNOLOGY INFORMATION SECURITY PROGRAM</b>	<b>POLICY 7.1.10</b>
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**I. OVERVIEW**

The College operates and maintains an Information Security Program ("ISP") to ensure the confidentiality, integrity, and availability of college data, based on classification, and those related information systems and services that are necessary to the support of the mission of the college and the students while maintaining compliance with local, State, and federal standards, policies, and laws.

The College uses the Statewide Information Security Manual published by the North Carolina Department of Information Technology as the principal cybersecurity framework for a system-wide information security and risk management program. The College's use shall be consistent with the provisions of the State Board Code.

**II. CYBERSECURITY INCIDENTS**

The College shall not submit payment or otherwise communicate with an entity that has engaged in a cybersecurity incident on an information technology system by encrypting data and then subsequently offering to decrypt that data in exchange for a ransom payment.

Consistent with State law, the College consults with the North Carolina Department of Information Technology regarding cybersecurity incidents.

Adopted:

Legal Reference: 1B SBCCC 700 et. al; N.C.G.S. § 143-800

### **Student Government Association**

Student Services team- Jessica Latham and Laura MacCoy along with SGA attended the Star and Mt. Gilead Christmas Parades.

A Winterfest event on campus for students and faculty was held by Student Services and SGA and included food trucks, winter crafts, and a food drive.



**President's Report  
January 11, 2023**

**Activities since the November Board Meeting**

11/10/22	Employee Meeting
11/15/22	SACSCOC Meeting
11/16/22	NCACCP Meeting
11/22/22	Cabinet Meeting
11/29/22	NCACCP Critical Conversation
12/4-6/22	SACSCOC Annual Meeting- Atlanta, Georgia
12/8/22	Rotary Meeting
12/9/22	Board Christmas Dinner
12/13/22	Christmas Crawl
12/13/22	Cabinet Meeting
12/14/22	MMH Board Meeting
12/15/22	MOA Compliance Plan Meeting
12/23/22-1/2/23	MCC Closed – Christmas and New Year's Break
1/3/23	Quality Trails
1/11/23	CIS Board Meeting
1/11/23	Board of Trustees Meeting

**Upcoming Activities**

1/12/23	Employee Meeting
1/16/23	MLK Day Event at MCC
1/17-20/23	SHOT Show

**Board of Trustees Information**

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



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Dr. William Carver*  
*Interim President*

Dr. Chad Bledsoe  
Montgomery Community College  
1011 Page St,  
Troy, NC 27371

January 3, 2023

Dear Dr. Bledsoe,

This letter will confirm receipt of your Voluntary Compliance Plan for Montgomery Community College, dated December 19, 2022.

Your Voluntary Compliance Plan is approved.

The MOA Coordinator will schedule annual visits to monitor progress on the plan. As soon as you submit a written statement that all specified corrective actions have been completed, I will schedule a visit to your campus to verify that the work has been done. When the work is completed, we will close your file.

The authorities under which the original visit was conducted are cited below.

- Title VI of the Civil Rights Act of 1964, and its implementing regulation at 34 C.F.R. Part 100, which prohibit discrimination on the basis of race, color, and national origin;
- Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, and its implementing regulation at 34 C.F.R. Part 104, which prohibit discrimination on the basis of disability; and
- Title II of the Americans with Disabilities Act of 1990, and its implementing regulation at 28 C.F.R. Part 35, which prohibit discrimination on the basis of disability.

Additionally, it is our duty to remind you Montgomery Community College's continuing civil rights obligations under these above-named authorities.

If you have any questions, please call me at 919-807-7131 or 919-815-0591 (cell). Thanks again for the high degree of professionalism and competence demonstrated by all the employees of Montgomery Community College and the proactive actions that your college has already taken to address access.

Sincerely,

Dr. Tony Reggi Associate Director Career and Technical Education and MOA


cc: Dr. Robert J. Witchger  
Dr. Lisa Eads  
Korrie Ervin

*MONTGOMERY COMMUNITY COLLEGE – VOLUNTARY COMPLIANCE PLAN – Office of Civil Rights Monitoring*

Dr. Chad Bledsoe  
Montgomery Community College  
1011 Page St.  
Troy, NC 27371

Dr. Bledsoe:

Thank you for Montgomery Community College’s Voluntary Compliance Plan in response to the Letter of Findings that were a result of the MOA monitoring visit on October 23-25, 2022. This letter is an accompanying document that verifies that as the signing authority/representative for the College you are affirming that the College agrees to the Voluntary Compliance Plan and that the College will complete the findings according to the plan within the time frames indicated. Please send the signed, completed plan to me no later than January 23, 2023 via email at [coultaasp@nccommunitycolleges.edu](mailto:coultaasp@nccommunitycolleges.edu) as well as a hard copy to Patti Coultas, 200 W Jones St. Raleigh, NC 27603 or 5001 Mail Service Center, Raleigh, NC 27699-5016.

	<u>12-19-22</u>	<u>Chad A Bledsoe, President</u>
Dr. Chad Bledsoe	Date	President

Thank You,  
Dr. Tony Reggi CTE Associate Director

cc: Dr. Robert J. Witchger CTE Director NCCCS

**MONTGOMERY COMMUNITY COLLEGE - VOLUNTARY COMPLIANCE PLAN - Office of Civil Rights Monitoring**

The below is intended as a templated guide you must fill the columns out with the information founds in your Letter of Findings along with the other requested information. Please contact Tony Reggi with any questions you may have or for assistance in completing the doucment. The plan is intended to be a record of how your college plans to bring the cited findings into compliance.

By signing below, I acknowledge I have the authority to sign on behalf of the College and the authorization to assue all findings will be brought into compliance within the time frmes provided.


*Chad A. Blessore*


12/19/2022


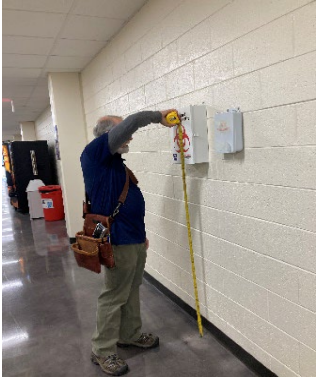
President

NAME			DATE				OFFICE	
Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
Administrative Requirements	IV.O; 34 C.F.R. 106.6 (d)	Annual Notice of Non-Discrimination	NCCCS monitoring team reviewed brochures as well as web sites and other community publications used by the college. The notice is posted on the college’s website which has courses offered for each semester. The continual notice can be found by following the link to the college’s Title IX page, however the statement reads “Montgomery Community College ... equal opportunity policy and <i>does not tolerate discrimination</i> or harassment based on... The college catalogue does offer a more definitive statement “MCC is <i>committed not to discriminate</i> against... The monitor could not find an absolute statement that says MCC <i>does not discriminate</i> .	Online and paper publications	The college should develop a consistent statement of nondiscrimination and make it available in prominent and intuitive places on its website and publications to the community. The college also should provide the statement in Spanish for the benefit of the Hispanic community.	The college will develop a nondiscrimination statement and translate it into Spanish. The statement will be added to the college website, posted on the interactive display boards in the student lounge and outside the counseling center. The statement will be added to publications available to the community including the bi-annual tabloid, annual report, and program brochures as they are updated. <b>Persons responsible:</b> Michelle Grit, Kelly Morgan	Target Completion Date: <b>February 2023</b>	A copy of the updated documents will be saved and a copy emailed showing the added non-discrimination statement.


Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
Administrative Requirements	Title IV 34 C.F.R. 100.6 (d); Title IX 34 C.F.R. 106.9; 504 34 C.F.R. 104.8; Title II 28 C.F.R. 35 106	Continuous notice of non - discrimination	NCCCS monitoring team reviewed brochures on programs, activities, student application, job application, catalog, job announcements, and posters advertising various programs, recruitment materials, and the web site. The college uses the CFNC for its electronic application. The statement could not be found on the student application. Monitors also interviewed students and faculty. During interviews, a few interviewees could provide more than one or two of the classes protected under the college's non-discrimination policy. All could state its location as on the web site. The notice does appear on several physical bulletin boards on campus. The Title IX link does appear at the bottom of the landing page on the web site and the statement can be found there. In review of the documents, the complete statement does not appear in most publications.	Online and paper publications	The college needs to provide the notice in publications sent to the community and on the College's CFNC landing page in both English and Spanish.	The college will post the approved notice of non-discrimination on the College's CFNC landing page in English and Spanish. The college will post the approved notice of non-discrimination consistently on the student applications, job applications, recruitment materials and on the online student interface Blackboard. <b>Persons responsible:</b> Michelle Grit	Target Completion Date: <b>February 2023</b>	A link to the updated CFNC landing page will be emailed along with a copy of the updated student application, job application and recruitment materials.
<b>Work Study, Co-operative Programs and Job Placement</b>	<i>Guidelines</i> Sections VII. A. and B, 34 C.F.R. §	Work Study, Co-operative Programs and Job Placement	NCCCS monitoring team reviewed the students enrolled in the work study program, and assignments. The program reflects equity both in race and gender and disability. One disabled student was also enrolled. The college has an apprenticeship program the enrollment reflects equity in race however out of 22 apprentices one was female. Many of those interviewed were not sure of the process to enroll in work study or apprenticeship programs.	Publications and email	The college needs to publicize the process for work study and apprenticeship more effectively.	The college will advertise the work study program in the student newsletter, through the all-student email group, and the on-line student BlackBoard platform. <b>Persons responsible:</b> Michelle Grit, Alicia Higgins, Sharia Barber	Target Completion Date: <b>August 2023</b>	A copy of the email and student newsletter will be emailed.


Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Buildings</b> 100 - Blair Hall	2010 ADA Standard 404.2.9	Door Opening Force	Restroom doors exceeded maximum 5 pound force to push open	Restrooms on 1 <sup>st</sup> Hall near room 118A, near CCR, 2 <sup>nd</sup> Hall restrooms near room 148, & 3 <sup>rd</sup> Hall near room 166 and room 154.	2010 ADA Standard 404.2.9 1. Interior hinged doors and gates: 5 pounds (22.2 N) maximum.	The college will adjust the door opening force to a maximum of 5lbs. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>February 2023</b>	Maintenance will document the date the adjustment is made.
<b>Buildings</b> 100 - Blair Hall	2010 ADA Standard 308.2	Forward Reach	Designated location of Seat covers are on high shelf 	Restrooms on 1 <sup>st</sup> Hall near room 118A, 3 <sup>rd</sup> Hall near room 166 and room 154.	308.2.1 Forward Reach Unobstructed shall be 48" maximum	New seat covers will be mounted to a maximum height of 48" in an unobstructed location. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>March 2023</b>	Maintenance will document the date the new seat covers were installed and a picture with the height will be emailed.


Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Buildings</b> 100 - Blair Hall	2010 ADA Standard 308.2/308.2.2	Forward Reach/ Obstructed High Reach	Soap dispenser is inaccessible  	Female restroom on 3 <sup>rd</sup> Hall near room 166	308.2.2 Forward Reach Where a high forward reach is over an obstruction, the clear floor space shall extend beneath the element for a distance not less than the required reach depth over the obstruction. The high forward reach shall be 48 inches (1220 mm) maximum where the reach depth is 20 inches (510 mm) maximum. Where the reach depth exceeds 20 inches (510 mm), the high forward reach shall be 44 inches (1120 mm) maximum and the reach depth shall be 25 inches (635 mm) maximum.	An additional soap dispenser will be mounted at a maximum height of 48" in an unobstructed location. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>March 2023</b>	Maintenance will document the date the additional soap dispenser will be mounted and a picture verifying the height will be emailed.



Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Buildings</b> 100 - Blair Hall	ANSI 3.3.1 Vertical Reach Range	Reach Range	Not all programs of study are accessible to wheelchair bound individual 	POS Display in Student Services and Alcove by room 136	308.3 Side Reach Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches maximum	A new display board will be mounted at the maximum allowed height with a QR code for each program listing. A sign will be posted on the displays that additional copies are available at the information desk, just behind the displays. The display in the alcove will be remounted at a maximum height of 48". <b>Persons responsible:</b> Michelle Grit	Target Completion Date: <b>August 2023</b>	A picture of the new sign will be submitted.
<b>Buildings</b> 100 - Blair Hall	ANSI 3.3.1 Vertical Reach Range	Reach Range	Emergency Medical assistance mounted too high 	Located in various hallways	308.3 Side Reach Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches maximum	The Emergency Medical assistance boxes will be removed and remounted to the maximum height of 48 inches. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>March 2023</b>	A picture of the remounted emergency medical assistance boxes verifying the height will be submitted.




Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<p><b>Buildings</b> 200 - Chapel Hall</p>	<p>UFAS 4.2.5 Forward Reach. If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 inches</p>	<p>Forward Reach</p>	<p>Rack exceeds forward reach</p> 	<p>Entrance near MCEC Reception</p>	<p>308.2.1 Forward Reach Unobstructed shall be 48" maximum</p>	<p>The display will be removed from this area to provide an unobstructed forward reach. <b>Persons responsible:</b> Marcus Ervin</p>	<p>Target Completion Date: <b>March 2023)</b></p>	<p>A picture of the removed display will be submitted.</p>

Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Buildings</b> 200 - Capel Hall	UFAS 4.34.6.4 4.34.6.4 WORK SURFACES. At least one 30 in (760 mm) section of counter shall provide a work surface that complies with the following requirements : (1) The counter shall be mounted at a maximum height of 34 in (865 mm) above the floor, measured from the floor to the top of the counter surface, or shall be adjustable or replaceable as a unit to provide alternative	Side Reach	Reception Counter Exceeds maximum work surface clearance  	MCEC Reception	904.4.1 Parallel Approach. A portion of the counter surface that is 36 inches (915 mm) long minimum and 36 inches (915 mm) high maximum above the finish floor shall be provided. A clear floor or ground space complying with 305 shall be positioned for a parallel approach adjacent to the 36 inch (915 mm) minimum length of counter	A small table will be added at the required height of 34 inches. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>August/2023</b>	A picture of the added table will be submitted.

Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Buildings</b> 200 - Capel Hall	UFAS 4.1.1 (7) All signs shall comply with 4.30 including (d) accessible toilet and bathing facilities and 4.30.5 Signage Symbols of accessibility	Signage	Restroom hall signage lacks universal symbol of accessibility  	Hallway walls outside restrooms	216.8 Signage for Toilet Rooms and Bathing Rooms...shall include the international symbol of accessibility. 703.7.2.1 International Sign of Accessibility	All restroom signs will be updated when the college updates all signage through the upcoming wayfinding project. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>January 2024</b>	A picture of the new signage will be submitted.
<b>Buildings</b> 200 - Capel Hall	UFAS 4.13.11(2)(b) Door Opening Force interior doors	Door Opening Force	Restroom doors exceeded maximum 5-pound force to push open	Restrooms near rooms 236, 267 and 226.	2010 ADA Standard 404.2.9 1. Interior hinged doors and gates: 5 pounds (22.2 N) maximum.	The doors will be adjusted to have a maximum pull of 5 lbs. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>February 2023</b>	Maintenance will document the date the adjustment is made.
<b>Buildings</b> 200 - Capel Hall	UFAS 4.1.2(18)	Designated handicap seating	Assembly areas for educational purposes must have designated wheelchair locations	Rooms around the multi-purpose room that are tiered. Rooms 224, 225, 226, 236, 237, 238	2010 ADA Standard Section 221 Assembly Areas 2010 ADA Standard section 802 Wheelchair Spaces, Companion Seats, and Designated Aisle Seats	The tiered classrooms will have handicap seating stickers installed on accessible tables. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>March 2023</b>	Maintenance will document what date the stickers were added to the tables. A picture will be submitted.
<b>Buildings</b> 600 - Forestry Building	UFAS 4.13.11(2)(b) Door Opening Force interior doors	Door Opening Force	Restroom doors exceeded maximum 5-pound force to push open	Restrooms near main door	2010 ADA Standard 404.2.9 1. Interior hinged doors and gates: 5 pounds (22.2 N) maximum.	The doors will be adjusted to have a maximum pull of 5 lbs. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>February 2023</b>	Maintenance will document the date the adjustment is made.

Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Buildings</b> 600 - Forestry Building	UFAS 4.2.5 Forward Reach	Forward Reach	Safety and emergency equipment mounted too high 	Hallway outside room 605	308.2.1 Forward Reach Unobstructed shall be 48" maximum	The safety and emergency equipment will be removed and reinstalled at a maximum height of 48". <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>March 2023</b>	A picture of the remounted emergency medical assistance boxes verifying the height will be emailed.
<b>Buildings</b> 600 - Forestry Building	UFAS 4.2.5 Forward Reach and 4.2.4 Clear Floor Space	Forward Reach and clear floor space	Hand sanitizer mounted high, and inaccessible due to obstructions 	Entry near main door	308.2.1 Forward Reach Unobstructed shall be 48" maximum 3.5.7 Maneuvering clearance	The handsanitizer station will be removed from this location. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>March 2023</b>	Maintenance will document the date the handsanitizer is removed.


Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Parking Facilities</b> Parking Facility A	2010 ADA Standards 502.6 Identification	Signage	Sign heights in spaces 1-10 is less than 60 inches	Parking facility A	502.6 Identification. Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.	The handicap signs in Parking Lot A will be moved to a 60" height. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>August 2023</b>	Maintenance will take a picture of the adjusted sign height.
								
<b>Parking Facilities</b> Parking Facility A	2010 ADA Standards 208.2.4 Van Parking Spaces	Adequate number	Parking facility A has 12 accessible parking spaces, but none are van accessible spaces	Parking facility A	208.2.4 Van Parking Spaces. For every six or fraction of six parking spaces required by 208.2 to comply with 502, at least one shall be a van parking space complying with 502.	Two van parking spaces will be added to the front of Parking lot A. Please see Attachment A. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>August 2023</b>	A picture will be taken of the new van accessible spaces.

Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Parking Facilities</b> Parking Facility A	2010 ADA Standards Access Aisles	Adequate number	Parking spaces 4,5 and 6 do not have access aisles	Parking Facility A	Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3. 502.3 Access Aisle. Access aisles serving parking spaces shall comply with 502.3. Access aisles shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle.	The front row of parking in Parking lot A will be reconfigured to allow two van handicap and adding access aisles to required spaces. See Attachment A. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>August 2023</b>	A picture will be taken of the additional access aisles and submitted.


Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<b>Parking Facilities</b> Parking Facility A	2010 ADA Standards 210.1 General. Interior and exterior stairs that are part of a means of egress shall comply with	Missing handrails	Stairway from ground level of 200 building to lower section of parking Lot A does not have a handrail	Parking facility A	2010 ADA Standards 504.6 Handrails. Stairs shall have handrails complying with 505	A contractor will be hired to install a handrail along the stairway from the ground level of Building 200 to the lower section of parking. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>August 2023</b>	A picture of the new handrail will be taken and submitted.
<b>Parking Facilities</b> Parking Facility C	2010 ADA Standards 502.6 Identification	Signage	Sign heights in spaces 3-4 is less than 60 inches	Parking facility C	502.6 Identification. Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.	Signs for handicap spaces labelled 3 and 4 will be moved to a minimum of 60" in height. <b>Persons responsible:</b> Marcus Ervin	Target Completion Date: <b>August 2023</b>	Maintenance will take a picture of the adjusted sign height.





Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<p><b>Parking Facilities</b> Parking Facility C</p>	<p>405.2 Slope. Ramp runs shall have a running slope not steeper than 1:12</p>	<p>Ramp/ path of travel</p>	<p>Ramp exceeds 1:12 slope</p>	<p>Ramp between 100 building and parking lot C</p>	<p>405.2 Slope. Ramp runs shall have a running slope not steeper than 1:12.</p>	<p>A directions sign will be added to the appropriate ramp. <b>Persons responsible:</b> Marcus Ervin</p>	<p>Target Completion Date: <b>January 2024</b></p>	<p>A picture of the added sign will be submitted.</p>
<p><b>Parking Facilities</b> Parking Facility F</p> 	<p>2010 ADA Standards</p>	<p>Minimum Number 503.208.2* Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.</p>	<p>The facility has no accessible Spaces</p>	<p>Facility F</p>	<p>Minimum Number 503.208.2 Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.</p>	<p>1 handicap accessible space will be added to Parking lot F. See Attachment A. <b>Persons responsible:</b> Marcus Ervin</p>	<p>Target Completion Date: <b>August 2023</b></p>	<p>A picture of the additional handicap accessible spaces will be submitted.</p>



Area of Review	General Cite:	Issue Category:	Findings:	Location:	Cite:	Corrective Action & Individual(s) Responsible to Address the Issue:	Date Completed:	Evidence/Documentation:
<p><b>Parking Facilities</b> Parking Facility G</p>	<p>2010 ADA Standards</p>	<p>Minimum Number 503.208.2* Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.</p>	<p>The facility has no accessible Spaces</p> 	<p>Facility G</p>	<p>Minimum Number 503.208.2 Minimum Number. Parking spaces complying with 502 shall be provided in accordance with Table 208.2 except as required by 208.2.1, 208.2.2, and 208.2.3. Where more than one parking facility is provided on a site, the number of accessible spaces provided on the site shall be calculated according to the number of spaces required for each parking facility.</p>	<p>1 handicap accessible space will be added to Parking lot G. See Attachment A. <b>Persons responsible:</b> Marcus Ervin</p>	<p>Target Completion Date: <b>August 2023</b></p>	<p>A picture of the additional handicap accessible spaces will be submitted.</p>

# MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 898-9600 · Toll Free (877) 572-6222

## County Commissioners Appointees

Claudia Bulthuis, Troy, NC (2023)  
910-571-6256

Tawanda Bennett, Candor, NC (2024)  
910-975-1416

Susan Eggleston, Star, NC (2025)  
864-386-0744(c)

Gordon Knowles, Mt. Gilead, NC (2026)  
910-439-5711(h)

## Board of Education Appointees

Kerry Hensley, Star, NC (2023)  
910-572-7557(c)

Phil Absher, Troy, NC (2024)  
704-574-1708

Gelynda Capel, Troy, NC (2025)  
910-576-9451

Dr. Philip Jones, Mt. Gilead, NC (2026)  
910-439-4113(h)/910-439-9744

## Governor Appointees

Katherine Dunlap, PhD, Star, NC (2023)  
910-428-8964

Tim McAuley, SR., Mount Gilead, NC (2024)  
910-975-1946©

Bill Price, Mt. Gilead, NC 27306 (2025)  
910-573-0072(c)

Robert Harris, Mt. Gilead, NC 27306 (2026)  
910-975-1462(c)

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## Committee Assignments

### Budget & Finance Committee

Kerry Hensley, Chair  
Bill Price, Vice Chair  
Phil Absher  
Philip Jones  
Gordon Knowles  
Claudia Bulthuis

### Building & Grounds Committee

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

### Personnel Committee

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

### Curriculum/Student Services Committee

Bill Price, Chair  
Katie Dunlap, Vice Chair  
Tawanda Bennett  
Tim McAuley  
Claudia Bulthuis  
Philip Jones

### Legislative/Public Relations Committee

Katie Dunlap, Chair  
Claudia Bulthuis, Vice Chair  
Tawanda Bennett  
Tim McAuley  
Bill Price

### Institutional Status Committee

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

\*Chair of the Board serves as a member of each committee

\*SGA President is a non-voting member of each committee



*Blaze Your Trail*

**Board of Trustees Calendar of Events**

**2023**

January 11, 2023	5:30 p.m.	Committee/Board Meeting
February 8, 2023	11:30 a.m.	Foundation Board Meeting
February 8, 2023	5:30 p.m.	Committee/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, 2023		No Board Meeting
December 8, 2023		Board Christmas Dinner