

Montgomery Community College
Board of Trustees
June 10, 2020 – Telephonic Meeting Information Sheet

To access the meeting, please call in using the number below, and when prompted, enter the meeting ID code.

You may begin calling in as early as 6:30 p.m. to give yourself enough time to troubleshoot if needed.

After you enter the meeting ID code, please state your name so we can hear you when you enter the meeting. Mrs. Bulthuis will take roll again at 7:00 p.m.

Call in number: +1 646 558 8656

Meeting ID Code: 854 087 2741

If you would like to join the meeting through video chat, please use this link.

<https://zoom.us/j/8540872741>

If you experience technical difficulties or have questions, please email Courtney Atkins at atkinsc6516@montgomery.edu or call her cell phone at 980-258-3699.

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held telephonically on Wednesday, June 10, 2020 at 7:00 p.m. The Board will meet as a committee of the whole.

Call to Order Claudia Bulthuis, Chairman

Welcome.....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.

Approval of April and May Board Minutes– Appendix A (Action)Claudia Bulthuis

Standing Committees

Budget & Finance Committee

- May Financial Reports – **Appendix B-1 (Action)**
- Perkins Funds Allocation – **Appendix B-2**
- April Foundation Fund Statement – **Appendix B-3**
- Grants Update – **Appendix B-4**
- CARES Act Funding

Building & Grounds Committee

- Facilities Report – **Appendix C-1**
- Construction Update – **Appendix C-2**
- Access Road Bid Revision of Parking Lot Construction – **Appendix C-3 (Action)**

Personnel Committee

- Personnel Appointment
 - Director of Marketing, Communications and Public Relations– **Appendix D-1**
 - Welding Instructor – **Appendix D-2**
 - Dean of Technology and Learning Resources – **Appendix D-3**
- 2020-2021 Contract Renewals – **Appendix D-4 (Action)**
- Blanket Travel Authorization – **Appendix D-5 (Action)**
- MCC Organizational Chart – **Appendix D-6 (Action)**

Curriculum/Student Services Committee

- Update from Vice President of Instruction – **Appendix E-1**
 - Continuing Education – **Appendix E-2**

- Update from Vice President of Student Services – **Appendix E-3**
- Academic Calendar Update – **Appendix E-4 (Action)**

Legislative/Public Relations Committee

- Legislative Updates
 - CC20-041 COVID-19 Revised Leave Provisions – **Appendix F-1**
 - Amendment of 1D SBCCC 200.95 - Education Services for Minors – **Appendix F-2**
- Marketing and Public Relations Update

Institutional Status Committee

SGA Report – No Report This Month

President’s Report

- Activities Since Previous Board Meeting – **Appendix G**
- New MCC Website
- Graduation

Chairman’s Report

- Trustee Handbook
- Recognitions
- Calendar of Events – **Appendix H**
- **Presidential Evaluation Schedule will be determined**

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, April 8, 2020

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held telephonically on Wednesday, April 8, 2020 and was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman with the following members present:

Present

Claudia Bulthuis
Gelynda Capel
Paula Covington
Dr. Katie Dunlap
George Gilbreath
Robert Harris

Kerry Hensley
Susan Hershberger
Gordon Knowles
Dr. Johnny McKinnon
Bill Price

Absent

Phil Absher
Cole McQuinn, SGA President

Also present were Dr. Chad Bledsoe, President and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance. She noted that the Montgomery County Board of Commissioners designated that today, April 8, 2020, as a day of memorial, prayer and reflection. Mrs. Bulthuis led us in prayer.

Approval of the Agenda - Action

Mrs. Bulthuis noted a change of the agenda made earlier this afternoon. The Blair Hall Renovation Project has been moved from the Budget and Finance Committee to the Building and Grounds Committee.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda as amended for the April 8, 2020 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.

Approval of March Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the March Board and Committee Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

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

Budget and Finance Committee

March Financial Reports – Appendix B-1 (Action)

Dr. Bledsoe presented Appendix B-1, the March Financial Reports.

- As of March 31, 2020, County fund expenditures were \$556,658 or, 71% of the budget. It is expected that the budget will be expended by the year end.
- As of March 31, 2020, there were \$359,407 available for Capital Expenditures.
- As of March 31, 2020, State funds expenditures were \$5,432,095 or, 65% of the budget. It is expected that the budget will be expended by the year end.
- As of March 31, 2020, the Institutional Fund balance was \$556,691.
- As of March 31, 2020, the balance in the STIF account was \$197,290.

Mr. Knowles made a motion, seconded by Dr. Dunlap, to approve the March Financial Funds reports. The motion carried.

February Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the March Foundation Fund Statement. As of March 31, 2020, the balance of Foundation Funds totaled \$3,865,124.86. The market value declined by \$183,901.64.

Policy 3.2.19, State of Emergency Leave – Appendix B-3 (Action)

Dr. Bledsoe presented Appendix B-3, Policy 3.2.19, State of Emergency Leave for approval. He noted this policy has been shared from Campbell Shatley that addresses emergency leave provided by the State due to the COVID-19 pandemic.

Mr. Price made a motion, seconded by Mr. Knowles, to approve Policy 3.2.19, State of Emergency Leave. The motion carried.

Write Offs – Appendix B-4 (Action)

Dr. Bledsoe presented Appendix B-4, Write Offs for approval. Dr. Bledsoe reported that the total write-offs for this fiscal year are at \$7,123.68 which is down from last year by \$14,595. Collection efforts will still continue indefinitely.

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the Write Offs as presented. The motion carried.

Foundation Update

Dr. Bledsoe shared that the golf tournament was canceled and that further events are being postponed due to the COVID-19 pandemic.

Building and Grounds Committee

Facilities Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the facilities report. The maintenance crew is working a modified schedule due to the Covid-19 mandates. Members of the crew are rotating days and times to limit contact on campus. The grounds are being maintained (mowing, weed eating) while others of the crew are disinfecting entrances, restrooms and classrooms. Also, photos were included of construction that continues on campus.

Construction Update – Appendix C-2

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. On third hall, ceilings and lighting have been reinstalled. Meanwhile, the area previously occupied by the mailroom, old faculty offices, old Student Services, second hall restrooms, and an area in the center of second hall are being demolished, along with first and second hall ceilings. Electrical, Lighting, and HVAC upgrades are ongoing as areas are opened up. Rebuilding of new walls have begun in both of the new faculty office areas as well as two new classrooms.

Blair Hall Renovation Project #2278 Change Orders – Appendix C-3 (Action)

Dr. Bledsoe presented the changes in Appendix C-3. There are several changes listed and the request is for use of \$35,000 in contingency funds for renovations.

Mr. Knowles made a motion, seconded by Mrs. Capel, to approve the Blair Hall Renovation Project #2278 be approved. The motion carried.

Personnel Committee

Personnel Appointment – Appendix D-1

Dr. Bledsoe presented Appendix D-1, the personnel appointment form for Alexa Linnel, Learning Resources Technical Assistant.

Notice of Termination – Appendix D-2

Dr. Bledsoe presented Appendix D-2, notice of termination for Tony Stanford, part-time adjunct instructor, due to job abandonment.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix E-1

Dr. Bledsoe gave an update on Instructional Activities as presented in Appendix E-1. He noted that in Career and Technical Education, HVAC has completed the move from Biscoe the CTE center and will be up and running as soon as classes are able to return to face-to-face. The last two programs to move to the CTE Building, Electrical Systems Technology and Industrial Systems Technology have used the closing of the college to work on moving their programs.

He also noted that the College is collaborating with MCS to work with CCP students who are struggling with converting to online format because of connectivity. We are downloading online assignments onto flash drives and MCS is distributing them to the students. In addition, our counselors and coaches along with MCS personnel are reaching out to students who have not logged in to their online courses to see if they can help them with the process.

Gunsmithing faculty reported they had many events planned for late March and April, but Faculty members are working on coming up with some interesting content for the online Gunsmithing students. They have been producing videos for current classes and then to put on YouTube for promotions in the future and to supplement future classes. They are also coordinating with industry professionals who are willing to do live interviews on WebEx. This is a conversation between the instructor and the interviewee, then a Q&A session for students to ask questions of the professionals. Since WebEx offers recording, this will allow for use with future students as well.

In Arts and Sciences, faculty converted from face-to face to online seamlessly because most of these courses already had online versions to convert the class to online. Phi Theta Kappa (PTK) currently have 24 students who meet the academic requirements to join this Spring who have completed the application process and paid their membership fees. An induction ceremony planned for the Spring Semester is on hold at this point.

Montgomery Community College and Southern Correctional Institution are seeking approval to add a HVAC Certificate at the minimum-security unit in the portable classroom donated by Montgomery County Schools. This requires approval by DPS and State Engineering. Instructors have prepared packets for students to continue studies while the College is unable to instruct face-to-face.

Update on Continuing Education – Appendix E-2

Dr. Bledsoe gave an update on Continuing Education activities as presented in Appendix E-2.

In collaboration with Montgomery County Schools and Communities in Schools we were able to secure \$15,000 in funding from DTE Energy and a substantial food donation from Ameriquel Aseptic. These efforts were in response to the urgent food needs of Montgomery County students brought on by the pandemic.

In Foundational Studies, high school equivalency students are adapting well to the online format. Those classes that were unable to transition to an online format received correspondence and activity packets to complete their assignments and maintain their progress in the program.

The Small Business Center has moved all seminars, summits, and counseling services to an online format. The Small Business Center is offering all small businesses additional assistance/resources through multiple organizations to combat the financial impact of the pandemic.

The college has transitioned the groundbreaking Aseptic Processing Technician training program to an online format. The plan is to conduct the lab/hands on portion of the class onsite at Ameriquel Aseptic once the COVID-19 pandemic has subsided.

On March 12, 2020 we had 17 students graduate from the Correctional Officer Basic

Training program.

Update from Vice President of Student Services – Appendix E-3

Dr. Bledsoe gave an update on Student Services activities as presented in Appendix E-3.

He reported that Diana Sanchez, Allie Morgan, and Department Chair of English/Arts/Humanities, Sam Britt, facilitated a Study Strategies for Taking Exams session on March 11 for approximately 24 students enrolled in the Basic Correctional class offered through the Continuing Education division.

Several employees attended the Women Who Work Expo at East Montgomery High School on March 12, where more than 200 students from all 4 grade levels visited with women representing a wide variety of career fields.

Legislative/Public Relations Committee

Legislative Update – NC Community Colleges 2020-21 Budget Priorities – Appendix F-1

Dr. Bledsoe presented Appendix F-1 the NC Community Colleges 2020-21 Budget Priorities. The top three priorities listed were: Support full funding for enrollment growth; move toward competitive pay for community college faculty and staff; and to fund modern and secure IT systems.

Public Relations/Marketing Update – F-2

Dr. Bledsoe presented Appendix F-3, the Public Relations/Marketing Update. Dr. Bledsoe reported that Gunsmithing was featured in the NRA Shooting Illustrated Magazine. The 2019 Annual Report was completed in March and will be presented soon.

Press Releases – Appendix F-3

Dr. Bledsoe presented Appendix F-3, Press Releases.

Mrs. Bulhuis noted Michele Haywood's retirement after 27 years of service to the College and will invite Trustees to her retirement recognition party when a date is set.

Institutional Status Committee

Board of Trustee Bylaws – Appendix G-1 – First Reading

Dr. Bledsoe presented Appendix G-1, the Board of Trustee Bylaws for first reading. Changes from the current Board of Trustee Bylaws are highlighted and will be recommended for approval at the next meeting.

SGA Update

There was nothing to report this month.

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 shared that he has held several meetings, both in person and virtual, to discuss COVID-19 and how the college should proceed during the pandemic.
- Graduation has been postponed and a date has not been decided on yet.
- Dr. Bledsoe will send out a public announcement that the College will stay closed through May 15.

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

Mrs. Bulthuis presented Appendix J, the calendar of events; she noted that due to the COVID-19 pandemic, upcoming events have been cancelled. More information on the President's Evaluation will be shared in the future.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the March 11, 2020 Board meeting at 8:15 p.m. The motion carried.

Claudia Bulthuis, Chairman

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, May 6, 2020

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held telephonically on Wednesday, May 6, 2020 and was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Dr. Katie Dunlap
George Gilbreath
Robert Harris

Kerry Hensley
Susan Hershberger
Gordon Knowles
Dr. Johnny McKinnon
Bill Price

Absent

Paula Covington
Cole McQuinn, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Carol Holton, Directors of Institutional Effectiveness/SACSCOC; and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance and opened the meeting with a prayer.

Approval of the Agenda - Action

Mrs. Bulthuis noted a change of the agenda to include the Board of Trustee By-Laws to be listed as an action item.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda as amended for the May 6, 2020 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.

Approval of April Board Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mr. Price, to table the April Board Meeting minutes until the next Board Meeting. The motion carried.

STANDING COMMITTEE REPORTS

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

Budget and Finance Committee

April Financial Reports – Appendix B-1 (Action)

Dr. Bledsoe presented Appendix B-1, the March Financial Reports.

- As of April 30, 2020, County fund expenditures were \$607,034 or, 77% of the budget. It is expected that the budget will be expended by the year end.
- As of April 30, 2020, there were \$365,274 available for Capital Expenditures.
- As of April 30, 2020, State funds expenditures were \$6,120,274 or, 76% of the budget. It is expected that the budget will be expended by the year end.
- As of April 30, 2020, the Institutional Fund balance was \$658,388.
- As of April 30, 2020, the balance in the STIF account was \$197,184.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the April Financial Funds reports. The motion carried.

Financial Restrictions – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the Financial Restrictions memo from the State. He noted that due to COVID-19, effective immediately, the office of State Budget Management is requiring the implementation of spending restrictions to State funds. These spending restrictions apply only to State funds.

No purchase orders may be issued for goods or services that will require the expenditure of State funds except for supplies, equipment, and materials required for education instruction; mission critical items as determined by the College President or his/her designee; and COVID-19 items only.

Once the stay at home order is rescinded, travel and training requirements shall be limited to public safety and health, job requirements, and economic development opportunities. Any exceptions to this restriction must be specifically approved by the College President as an exception.

Vacant permanent or temporary positions shall not be filled with the following allowable exceptions: Prior commitment has been made to the candidate, Community College faculty/instructors who are providing educational instruction, deemed mission critical by the College President, vacancies related to COVID-19 activities, and other vacancies specifically approved by the College President as an exception to this directive.

No salary increases, other than promotions, are allowed. This restriction applies to performance-based bonuses and any other salary increases paid with State funding sources.

March Foundation Fund Statement – Appendix B-3

Dr. Bledsoe presented Appendix B-2, the March Foundation Fund Statement. As of March 31, 2020, the balance of Foundation Funds totaled \$3,518,325.02. The market value declined by \$346,799.84.

Closing of General Store

Dr. Bledsoe gave an update to the Board on the General Store. The College will be closing the general store and will be offering online ordering for books and other items.

Building and Grounds CommitteeFacilities Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the facilities report. The renovations of Blair Hall are moving forward with hallways getting new lights, ceilings, paint, and baseboards. Two new faculty office areas will soon be complete. Classrooms are being added or getting a facelift of new lighting, ceilings, and fresh paint. Restroom renovations are well under way. The new boilers, tanks, and pumps for heating have been installed with piping being installed. Photographs of the construction were included in the facilities report.

The Biscoe Center

Dr. Bledsoe shared that the college will not renew their contract at the Biscoe Center.

Construction Update – Appendix C-2

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline.

3-1 Blair Hall and Outdoor Classroom Renovations – Appendix C-3 (Action)

Dr. Bledsoe presented Appendix C-3, the 3-1 Blair Hall and Outdoor Classroom Renovations. He noted that a new entryway will be constructed to define a specific designated entrance for students and visitors to campus into the main building of Blair Hall.

Blair Auditorium is a tiered classroom. Administration is examining options for renovation that may include filling in the auditorium and creating a large classroom/auditorium.

The current amphitheater has sunken and cracks have formed in the foundation. It needs to be replaced. The structure will be demolished and a new outdoor teaching area/amphitheater will be built with shelter and dusk-to-dawn lighting.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Blair Hall and Outdoor Classroom Renovations. The motion carried.

Closeout 3-1 Building 200 HVAC Replacement – Appendix C-4 (Action)

Dr. Bledsoe presented Appendix C-4, the Closeout 3-1 of Building 200 HVAC Replacement.

He noted the amendment to the design agreement for the Building 200 HVAC project that is a notice of reduction in services due to provide a credit to the College for excess fuel expended during the construction process.

The price of the project was lowered by \$9,814.96 and the College requested a credit of \$2,000 for excess fuel expending during construction. The total project cost is \$56,443.96.

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the Closeout 3-1 Building 200 HVAC Replacement as amended. The motion carried.

Closeout 3-1 Industrial Maintenance Building – Appendix C-5 (Action)

Dr. Bledsoe presented Appendix C-5, the Closeout 3-1 of the Industrial Maintenance Building. He noted that the project came in under budget for \$570.00.

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the Closeout 3-1 Industrial Maintenance Building. The motion carried.

Closeout 3-1 Health Sciences Building Project – Appendix C-6 (Action)

Dr. Bledsoe presented Appendix C-6, the Closeout 3-1 of the Health Sciences Building Project. This is an outstanding project for the advanced planning for the Health Sciences Building. There was a \$90,000 grant received in 2008 that allowed for the College to use architectural services to identify the top project for construction. All of the funds from the \$90,000 grant have been expended except \$20,675.71. Since the funds were used to complete the architectural services, the State is allowing the College to shift those funds into current capital projects.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Closeout 3-1 Health Sciences Building Project. The motion carried.

Personnel Committee

Personnel Appointment – Appendix D-1

Dr. Bledsoe presented Appendix D-1, the personnel appointment form for Warren Colavito, Math Instructor.

Notice of Resignation – Appendix D-2

Dr. Bledsoe presented Appendix D-2, notice of resignation for Cindy Ellison, Dean of Technology and Learning Resources.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix E-1

Dr. Bledsoe presented Appendix E-1, the update on Instructional Activities. He reported that the College received \$10,000 in prison start-up funds again this year. The funds will automatically roll over through June 2021. These funds will be used to start-up new classes.

The plan is to offer a HVAC certificate at the minimum unit and Custodial Technician certification at the Closed-Custody facility.

He also reported that the College is requesting that due to the COVID-19 pandemic, that summer school dates be moved back to a start date of June 15 through August 10. The late start will allow the College to complete the summer term without interruptions and allow several programs to complete work from the spring needed to progress to summer courses. Currently, fall classes are scheduled to start on August 19, with faculty returning for the term on August 12. The moving of Summer Term has impacted some of our NRA short courses, but the College is working to reschedule them and to utilize space in the CTE Building.

The medical and technical programs are developing schedules to allow students to complete missing lab/clinical hours during May and early June. This will require monitoring, reducing class size to allow for social distancing. Masks will worn by all faculty and students and temperatures will be taken each day. The plan is to complete these hours in late May and early June prior to the delayed start of summer school. Clinical space is still pending facilities opening up for students so lab simulation will be used as much as possible.

Student Services and MCC's Success Coaches continue to check in with students and help them navigate the completion of courses for Spring Semester. They email, contact by phone, and work with Montgomery County Schools personnel to reach students who are having problems completing their work at home.

The traditional scheduled classes were completed on May 4. The North Carolina Community College System has provided two additional grades due to the pandemic, IE and WE. IE is recognized as incomplete because of an emergency and will allow students up to a year to complete the courses they were unable to complete because of the move to online on March 17. WE is recognized as a withdrawal because of an emergency and will allow students to apply for the CARES scholarship made possible by the CARES Act.

CTE classes on the Montgomery County Schools schedule will complete on June 11.

Faculty continue to take advantage of professional development online during the pandemic.

Work has begun on preparing courses for the fall semester that are better designed to handle moving to all online if the college needs to limit face-to-face classes at any point during the fall. MCC faculty did a great job of making changes to get through the spring, but we want to be better prepared for future events.

Due to the uncertainty of the next couple of months, the College will not be offering summer camps this year. Administration will continue to look for ways to interact with potential students and the community in the months ahead that will provide safe activities for all involved.

Update on Continuing Education – Appendix E-2

Dr. Bledsoe gave an update on Continuing Education activities as presented in Appendix E-2.

In collaboration with the Montgomery County Fund we were able to secure \$10,000 in funding from DTE Energy to support first responders and healthcare workers during the pandemic.

NCWorks has been very busy helping employees and employers with COVID-19 related issues. Staff are working remotely, and have directed over 150 people to the correct resources for filing for unemployment. Staff is also personally reaching out to employers to see if they need any assistance. Although we have many employers laying off people, they have expressed that the closings are temporary and they hope to be back up and running after the state restrictions are lifted.

Workforce Investment and Opportunity Act (WIOA) customers are being served virtually and case management contacts have been increased to make sure students are receiving information and support during COVID-19.

All medium closed custody students have been shipped to another prison and will not be able to complete their high school equivalency program this semester.

All instructors are participating in the six course, distance learning series provided through essential education.

The Small Business Center is continuing to offer all small businesses additional assistance/resources through multiple organizations to combat the financial impact of the pandemic. The Small Business Center has also advertised our services in the Montgomery Herald and the Speckled Paw.

Business and Industry services are utilizing \$5,000 received from Jobs For the Future (JFF) we are offering a Google IT Support Professional Certificate training program virtually to our IT Department at no cost. The IT Support Professional Certificate is a first-of-its kind program with highly interactive content, exclusively developed by Google. This free training opportunity will be offered to the general public beginning June 1, 2020.

The Regional Apprenticeship Coordinator has registered 4 employers in Stanly County to be automotive technician apprenticeship sponsors. They are looking to partner with MCC to enroll new apprentices.

Update from Vice President of Student Services – Appendix E-3

Dr. Bledsoe gave an update on Student Services activities as presented in Appendix E-3.

He reported that Student Services staff members are mailing out inquiry packets, processing admission and financial aid applications, receiving and issuing transcripts, following up with new students, checking on current students, and attending webinars on a variety of topics related to student support.

While we hope to be able to enjoy a traditional ceremony later this summer, we are looking into the option of developing a virtual ceremony as an alternative in case a face-to-face event in the near future is not feasible.

2019-2020 Amended Academic Calendar – Appendix E-4 – Action

Dr. Bledsoe presented Appendix E-4, the 2019-2020 Amended Academic Calendar for approval. Due to the College being closed during the COVID-19 pandemic, term dates have been modified and that is reflected on the amended academic calendar.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the 2019-2020 Amended Academic Calendar. The motion carried.

Legislative/Public Relations Committee

Legislative Updates – Appendices F-1, F-2 and F-3

Repeal of Temporary Amendment to 1E SBCCC 200.2 – Appendix F-1

Dr. Bledsoe presented Appendix F-1, the Repeal of Temporary Amendment to 1E SBCCC 200.2. The March 2020 temporary amendment gave colleges the flexibility to apply tuition, registration fees, and other fees paid for Spring 2020 courses to future courses if a student was unable to complete a Spring 2020 course due to circumstances associated with COVID-19. This amendment was passed prior to the federal CARES act, which contains funding for direct emergency aid grants to students and other funds for institutional use that can be used to give tuition grants to students who were unable to complete a Spring 2020 course due to circumstances associated with COVID-19.

Temporary Amendments for COVID-19 Rules – 1C SBCCC 300.2 1E SBCCC 200.2 Waiver – Appendix F-2

Dr. Bledsoe presented Appendix F-2, the Temporary Amendments for COVID-19 Rules – 1C SBCCC 300.2 1E SBCCC 200.2 Waiver. The State Board of Community Colleges adopted temporary amendments to 1C SBCCC 300.2 – Evaluation of Presidents and 1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay. The State Board also voted to waive 1B SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers. The State Board adopted the temporary amendments and the waiver to give College’s additional flexibility in responding to the impacts associated with the COVID-19 outbreak.

Temporary Amendment of 1C SBCCC 300.2 – Evaluation of Presidents: This change extends the reporting deadline for college president evaluations from June 30 to August 31.

Temporary Amendment of 1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay: This change gives colleges the ability to enroll or distribute an academic credential to a student with an outstanding balance if the college determines that the balance is due to a COVID-19 related reason.

Waiver of 1B SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers: Colleges must maintain minimum budget FTE numbers at multi-campus centers (MCCs) to continue to receive MCC funding. Due to COVID-19, colleges have moved a large portion of their instruction online. For MCCs, online-only instruction is not counted in budget FTE numbers. Colleges may have other COVID-19 related reasons for temporary drops in budget FTE counts at MCCs as well. Waiving this provision would allow colleges to maintain the same level of MCC funding in Fiscal Year 2020-2021.

Additional Face-to-Face Instruction for Spring and Summer 2020 Term – Appendix F-3

Dr. Bledsoe presented Appendix F-3, Additional Face-to-Face Instruction for Spring and Summer 2020 Term.

Starting May 8, 2020, Colleges may offer additional face-to-face instruction in the courses listed below, provided that the college can utilize appropriate health protections and social distancing protocols as described by the CDC guidance for Institutes of Higher Education. The memo adds the following limited exceptions for face-to-face instruction, for the remainder of the spring 2020 Term as well as the 2020 Summer Term, when appropriate safety measures can be followed. Additional guidance and exceptions will be provided as the Governor releases information related to reopening phases of the Stay-at-Home Order.

Public Relations/Marketing Update – F-4

Dr. Bledsoe presented Appendix F-3, the Public Relations/Marketing Update. Dr. Bledsoe reported that in June, a full-page graduation ad will be placed in the paper to honor the 2020 Graduates.

Institutional Status Committee

Board of Trustee Bylaws – Appendix G-1 – Second Reading – (Action)

Dr. Bledsoe presented Appendix G-1, the Board of Trustee Bylaws for second reading. No additional changes were made from first reading and Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the changes to the Board of Trustee Bylaws. The motion carried.

SGA Update

Mrs. Bulthuis reported on the SGA Update in Appendix H. She noted that SGA President, Cole McQuinn, shared an inspirational message on the College's Facebook page. Employees and Students have been participating in virtual spirit week by sharing photos on Facebook. Michele Haywood participated in Day Two, "Picture with Your Pet Day" by sharing a photo of her pet goose, Pete.

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 shared that he has held several virtual meetings at the State and Local level to stay up to date on the COVID-19 pandemic.
- Graduation has been postponed.
- Dr. Bledsoe will be emailing Students, Faculty and Staff later this week to conclude the end of the spring semester.
- Dr. Bledsoe reported that summer camps have been canceled this year.
- Dr. Bledsoe shared a notification that the College received a provision on Emergency Leave extending the date to May 22, 2020.
- Dr. Bledsoe shared that this is Michele Haywood's last Board Meeting before her retirement. Dr. Bledsoe and the Board thanked Michele for her dedication and hard work and wished her well on her retirement.

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

Mrs. Bulthuis presented Appendix J, the calendar of events; she noted that due to the COVID-19 pandemic, upcoming events have been cancelled.

- The Board has until August 31 to complete the Presidential Evaluation. More information on the evaluation will be shared in the future.
- Mrs. Bulthuis and Courtney Atkins will be updating and finalizing the Board of Trustee Handbook.
- The Board of Trustees will be sending a congratulatory letter to the graduating class of 2020.
- Mrs. Bulthuis is hopeful that the Board will be able to have their Board Retreat when the restrictions are lifted on the maximum number of people that are able to congregate.

There being no further business, Mr. Knowles made a motion, seconded by Mr. Price, to adjourn the May 6, 2020 Board meeting at 8:15 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Montgomery Community College
County Funds - Board Report for May 2020**

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	251,358	228,360	22,998	91%
Benefits	126,051	114,991	11,060	91%
Contracted Services	14,620	14,620	-	100%
Supplies & Materials	46,801	38,727	8,074	83%
Professional Development (Travel)	1,268	1,267	1	100%
Utilities	283,245	232,476	50,769	82%
Repairs & Maintenance	18,188	13,802	4,386	76%
Membership & Dues	2,660	2,520	140	95%
Insurance & Bonding	31,172	2,976	28,196	10%
Other Current Expenses	7,673	6,399	1,274	83%
Non-Capitalized Equipment	964	947	17	98%
Total Current Expense	784,000	657,087	126,913	84%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2020 Report	681,471
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Add: Prior FY Property Tax Allocations from County Report	244,389
Add: FY20 Property Tax Allocation from County Report	62,451
Total Revenue	1,163,311
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$22K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K), Cleaning System (\$3.9K)	(66,404)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 5/31/20	\$ 372,955

**Montgomery Community College
State Funds - Board Report for May 2020**

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time	4,016,688	3,561,291	455,397	89%
Salaries- Part Time	955,558	813,825	141,733	85%
Salaries- Full Time & Part Time	4,972,246	4,375,116	597,130	88%
Benefits	1,768,585	1,528,756	239,829	86%
Contracted Instruction	38,373	36,858	1,515	96%
Financial/Audit Services	12,841	12,841	-	100%
I.T. Contracted Services	50,631	50,630	1	100%
Other Contracted Services	14,535	13,368	1,168	92%
Contracted Services	116,380	113,697	2,683	98%
Supplies & Materials	378,574	273,912	104,662	72%
Professional Development (Travel)	85,267	69,791	15,476	82%
Communications	37,411	37,370	41	100%
Equipment Repair	16,725	14,049	2,676	84%
Maintenance Agreements	84,865	84,763	102	100%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	101,590	98,813	2,777	97%
Advertising	59,332	45,494	13,838	77%
Credit Card Electronic Processing	9,149	9,149	-	100%
Child Care Assistance Grant	22,862	17,132	5,730	75%
Project Skill-Up-Student Assistance	13,569	4,674	8,895	34%
Other Current Expense	33,792	16,063	17,729	48%
Other Current Services	79,372	47,018	32,354	59%
Software License Renewal	70,057	66,931	3,126	96%
Other I.T. Rentals/ Leases	57,379	57,379	-	100%
IT Rentals/Leases/Licenses	127,436	124,310	3,126	98%
Insurance and Bonding	-	-	-	0%

**Montgomery Community College
State Funds - Board Report for May 2020**

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues	25,256	25,255	1	100%
Minor Equipment Low Risk < \$5K	183,847	156,587	27,260	85%
Minor Equipment High Risk < \$5K	172,533	171,289	1,244	99%
Minor Equipment	356,380	327,876	28,504	92%
Total Current Expense	8,107,829	7,067,408	1,040,421	87%
Equipment	213,030	170,162	42,868	80%
Perkins Equipment	45,468	36,451	9,017	80%
Books	17,274	11,252	6,022	65%
Equipment & Books	275,772	217,864	57,908	79%
Total Expenses	8,383,601	7,285,272	1,098,329	87%

Montgomery Community College
Institutional Funds- Board Report for May 2020

	2019-20 Revenue	2019-20 Expense	Cash Balance 5/31/20
1 Pell Overpayments	-	-	(7,151)
Veterans Reporting Fee	675	75	1,276
Overhead Receipts 75%	2,867	2,122	15,097
Current General & Miscellaneous	1,133	1,136	12,983
Administrative Support	989	375	100
Overhead Receipts 25%	956	-	10,356
Excess Fee Receipts	1,630	1,522	-
Textbook Rental	22,717	26,818	3,180
College Work Study	25,624	25,624	-
Total Institutional Support	56,590	57,671	35,840
Forestry Program	-	-	8,606
CTE MCS	301,186	301,186	-
Specific Fees	72,152	61,611	95,404
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,630	20,184
Distance Learning	75	9,500	1,224
NC Live Grant	3,000	2,591	409
Technology Fee-Curriculum	19,115	69,685	53,806
Total Curriculum Instruction & Fees	395,528	446,203	179,982
Scrap Metal Fund HVAC	51	-	768
Self Supporting	34,184	31,094	83,403
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	946	-	8,823
Specific Fees: Occupational Extension	18,556	12,020	83,862
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Google I.T. Grant	5,000	1,080	3,920
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	58,737	44,194	199,890
2 NCWorks Grant Adult Services/Dislocated Worker	134,047	151,093	(17,046)
NCWorks Finish Line Grant	5,879	5,879	-
Total NC Works	139,926	156,972	(17,046)
Operational Funds	890	21,093	37,187
3 Sales Tax Utilization	52,518	56,436	(3,918)
Total Plant Operation & Maintenance	53,408	77,529	33,269
Vending	17,400	16,647	11,740
Bookstore Vending	8,296	6,844	46,676
General Store	17,091	16,922	169
Parking Fee	4,626	-	48,940
Student Government Association	28,273	16,126	34,792
Graduation Fund	4,455	2,200	4,355
Student Ambassador	3,161	105	29,023

**Montgomery Community College
Institutional Funds- Board Report for May 2020**

	2019-20 Revenue	2019-20 Expense	Cash Balance 5/31/20
Club Accounts	-	-	67,792
4 Agency Fund	-	-	(19,417)
Funds for Others	-	-	9,894
Restricted Scholarships Held	-	-	3,890
Loan Funds Held for Others	-	-	-
Total Proprietary/Other	83,303	58,845	237,856
5 FSEOG	20,531	20,531	(315)
6 Pell Grant	1,024,599	1,024,599	(2,462)
Education Lottery Scholarship	19,521	19,521	-
7 Golden LEAF	13,947	26,690	(12,743)
NC Community College Grant	72,098	72,098	-
High Demand/Low Enrollment	2,081	2,081	-
8 MCC Foundation Scholarship	170,985	171,172	(187)
Wells Fargo Scholarship	500	500	-
Less Than Half-time	540	540	-
SGA President Scholarship	1,500	1,500	-
SECU Scholarships	5,000	5,000	-
Total Student Aid- Grants & Scholarships	1,331,303	1,344,233	(15,707)
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	57,911	(9,115)	-
Bond-Bldg 100 Int/HVAC/Roof	2,348,738	2,276,106	-
Bond-Capel Hall Office Renovation	-	-	-
Bond-Industrial Maintenance Bldg	494,430	494,430	-
Golden Leaf FY2015-085	72,043	23,475	-
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	2,983,090	2,794,864	-
Total Institutional Funds: First Bank	5,101,885	4,980,510	654,084

STIF Account as of 5/31/20	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	790	44,053	44,843
Self Supporting- Continuing Education	116	-	10,840
Technology Fees	1,403	78,216	79,619
Bookstore	1,107	61,744	62,851
Total Institutional Funds: State Treasury	3,416	184,013	198,153

- 1 Pell Overpayment**
- 2 Due from NC Works (WIOA & Finish Line Grants)**
- 3 Due from County**
- 4 Financial Aid Bookstore Charges**
- 5-6 Excess Financial Aid**
- 7 Due from State**
- 8 Due from Foundation**



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

April 28, 2020

MEMORANDUM

TO: Dr. Chad Bledsoe, President, Montgomery Community College
Mr. Lee Proctor, Perkins Coordinator

FROM: Robert J. Witchger, Ed.D.
Director, Career and Technical Education

SUBJECT: 2020-2021 Perkins Allocation Estimate

Based on estimated state allocations for Fiscal Year 2020 under the Carl D. Perkins Career and Technical Education Act of 2016 (Perkins V), we are providing your estimated 2020-21 Postsecondary Perkins allocation.

These funds are to enhance your Career and Technical Education Programs following guidelines set out in the Perkins Act, North Carolina Perkins Handbook, your comprehensive local needs assessment, and summarized in our planning documents.

The estimated planning allocation for Montgomery Community College is \$56,958.85 .

As with all federal funds, local plans need to be approved before the beginning of the fiscal year. To that end we request your college complete your Perkins plan and budget for the 2020-21 year by May 29, 2020, to allow time for review and approval.

Please feel free to contact me (919-807-7126 witchgerb@nccommunitycolleges.edu) if you have any questions regarding these funds and the Perkins program planning process for 2020-21.

Montgomery Community College Foundation

Funds Statement FY 2019-2020

Fiscal Year To Date 7/1/2019 thru 6/30/2020

	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total
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Beginning Value	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37
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Receipts

Interest/Dividends	\$64,495.05	\$7,666.54	\$12.17	\$72,173.76
Deposits	\$122,925.05	\$97,553.18	\$224,192.39	\$444,670.62
Total Receipts	\$187,420.10	\$105,219.72	\$224,204.56	\$516,844.38

Disbursements

Fees/Withdrawals	\$161,128.98	\$93,889.80	\$253,877.33	\$508,896.11
Total Disbursements	\$161,128.98	\$93,889.80	\$253,877.33	\$508,896.11

Market Value Net Change

Market Value Net Change	(\$121,880.34)	\$0.00	\$0.00	(\$121,880.34)
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Ending Value	\$3,217,587.77	\$471,011.53	\$48,017.00	\$3,736,616.30
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Net Change	(\$95,589.22)	\$11,329.92	(\$29,672.77)	(\$113,932.07)
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Month of April 2020

	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
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Beginning Value	\$3,001,606.31	\$470,556.87	\$46,161.84	\$3,518,325.02
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Interest/Dividends	\$5,470.96	\$654.31	\$0.76	\$6,126.03
Deposits	\$0.00	\$0.00	\$3,759.88	\$3,759.88
Total Receipts	\$5,470.96	\$654.31	\$3,760.64	\$9,885.91

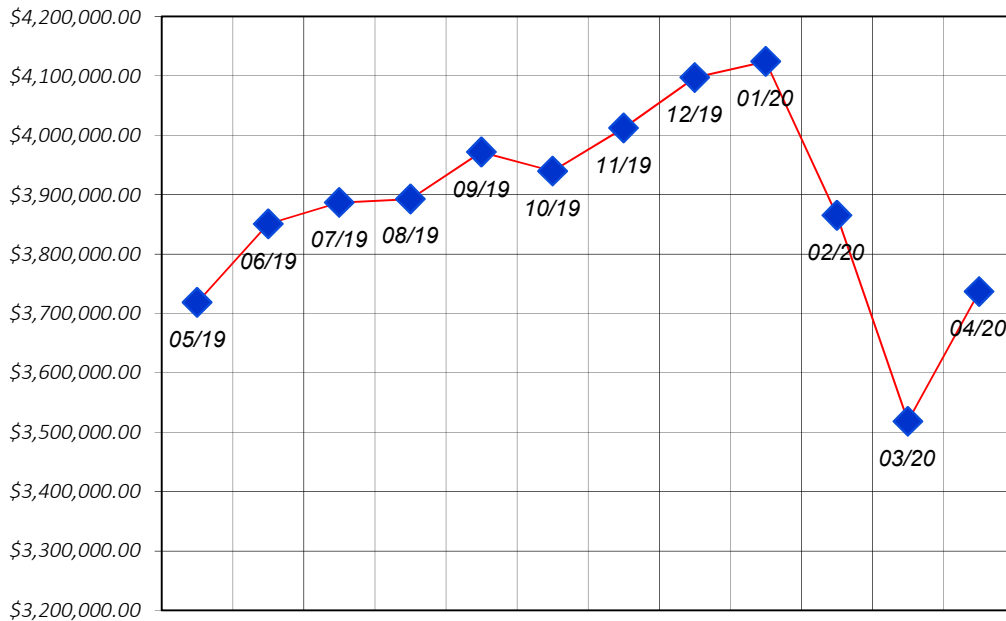
Fees/Withdrawals	\$3,347.24	\$199.65	\$1,905.48	\$5,452.37
Total Disbursements	\$3,347.24	\$199.65	\$1,905.48	\$5,452.37

Market Value Net Change	\$213,857.74	\$0.00	\$0.00	\$213,857.74
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Ending Value	\$3,217,587.77	\$471,011.53	\$48,017.00	\$3,736,616.30
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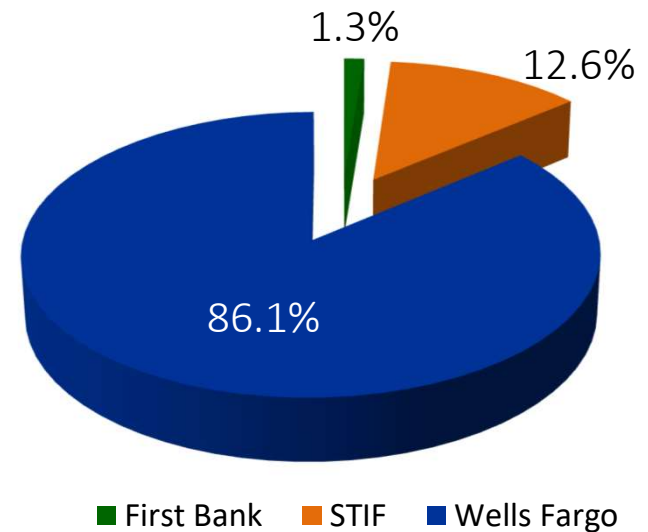
Net Change	\$215,981.46	\$454.66	\$1,855.16	\$218,291.28
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Foundation Funds Value



May 2019 - April 2020

Foundation Funds Distribution



Grants Applied or in Process 2020

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Sharing Success Community Grant	Installation of Sanitary Water Stations on MCC Campus	To assist with the installation cost of 10 water coolers with bottle filling stations.	1 Year	\$2,000	Submitted May 22, 2020
Golden LEAF	Expansion of Advanced Agricultural Training in Montgomery County	Montgomery County Schools and Montgomery Community College will develop a multi-year sustainable agriculture program to retrain 100 existing row crop production farmers and train future growers with advanced technologies, modernizing agricultural and non-sustainable farming practices.	1 year	\$1 million	Submitted October 31, 2019 LOI Approved December 7, 2019 Full Application Submitted 2/13/2020
Golden LEAF Opportunities for Work (GLOW)	Barber School	Montgomery Community College in partnership with the nonprofit Friends in Focus plans to establish a barber school at the Highland Community Center in Mt. Gilead, North Carolina. The goal of this joint venture is to provide a viable career opportunity to marginalized citizens that face significant employment barriers and provide a solution to a regional workforce need.	1 year	\$500,000	Submitted March 6, 2020

Grants Awarded 2019/2020

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
National Rifle Association (3)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships	1 year	\$8,000 and supplies	Submitted August 30, 2019 Approved January, 2020	
League for Innovation	Public Health 2020 Grant	To host an Open House Event at the new FirstHealth Building during Healthcare Awareness Week.	6 mon.	\$400	Submitted October 15, 2019 Approved November 22, 2019	
NC Dept. of Health and Human Services	2019-2020 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$3,500	Submitted July 19, 2019 Award Notification received 08/15/2019	
National Rifle Association (4)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E) Gunsmithing Shooting Club and Program Support (NRA -E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships Equipment and supplies for Shooting Club and Gunsmithing Program	1 year	\$8,000 and supplies	Submitted September 11, 2018 Award Notifications received 1/29/2019	

NCCCS	Minority Male Mentoring Early Alert Project	Purchase an early alert software platform for a 3-year research project consisting of success coaching and retention initiatives.	3 years	\$130,936 over 3 years	Submitted January 7, 2019 Award Letter January 24, 2019
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Board Report

Facilities

June, 2020

Prepared By: Wanda Frick

The renovations of Blair Hall are heading towards completion. Restrooms renovations are well under way with tile and fixtures being installed. The new boilers, tanks, and pumps for heating have been installed with piping being installed.





New windows have been installed in the front of the new Student Services area.



The maintenance crew is continuing a modified schedule due to the Covid-19 mandates. Members of the crew are rotating days and times to limit contact on campus. The grounds are being maintained (mowing, weed eating) while others of the crew are disinfecting entrances, restrooms and classrooms. The crew is scheduling the handling of work orders as the orders are received.

**Montgomery Community College
Construction Update
June, 2020**

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

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

2nd phase (building renovations and HVAC upgrades) First and Second hall ceilings and lighting have been reinstalled with painting and cove base being completed. Meanwhile, the area previously occupied by the mailroom, old faculty offices, old Student Services, all restrooms, and an area in the center of 2nd hall are heading towards completion. Restrooms are having tile and fixtures installed. Office and classroom areas are in the finish and cleaning phases. New boilers and accessories have been installed with piping in progress, but there has been some delay on pumps due to the pandemic.

- Budget: \$3,895,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$3,201,870 (Golden Leaf) \$150,000

- **Capel Hall (200) HVAC Replacement**

Project is currently complete. All repairs have been completed and the project has been submitted for close out with final payment pending.

- Budgeted: \$1,075,000
- Disbursed to Date: \$1,018,556.04

- **Blair Hall, 3rd Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations**

The HVAC and replacement of the garage doors has been completed. The contractor for the arms room has completed the panels in the room. Project is 100% complete. Awaiting final reimbursement from Golden Leaf of \$80,000.

- Budget: \$250,000 (Golden Leaf)
- Disbursed to Date: \$250,000

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is complete. The project has been submitted for close out with final payment pending.

- Budget: \$495,000
- Disbursed to Date: \$494,430

- **Blair Hall & Outdoor Amphitheatre Renovations**

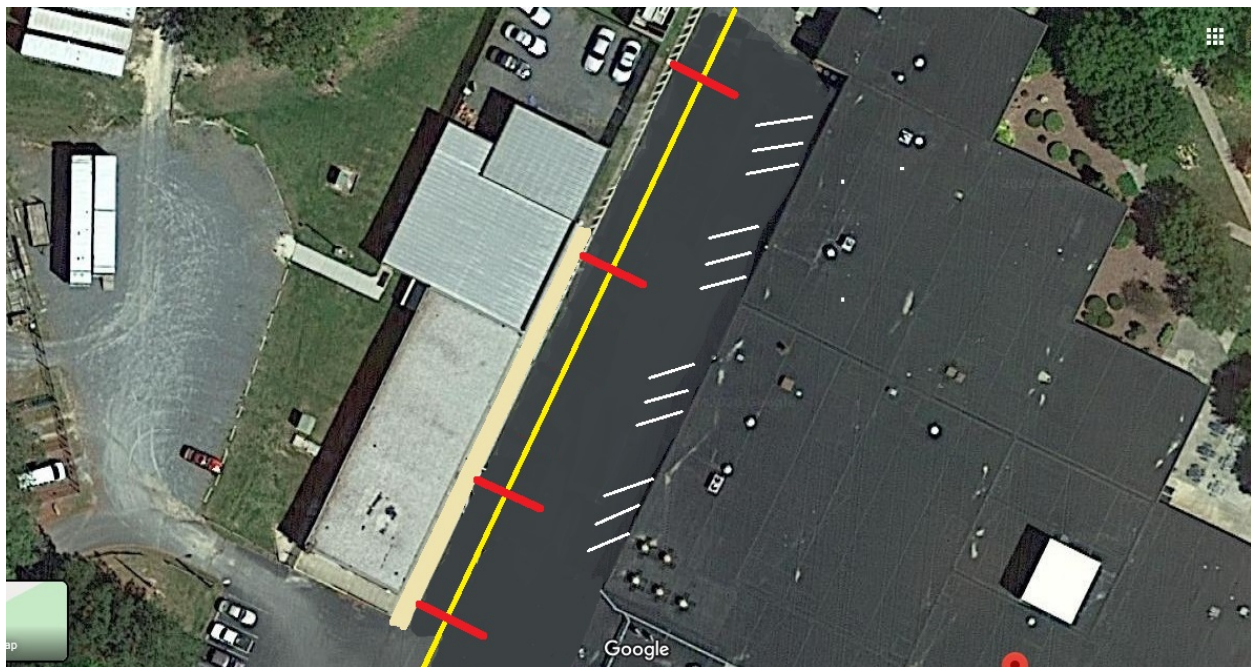
The 2nd round of renovations will include a new entryway near the newly constructed Student Services and a new Counseling Center. Also, the auditorium will be filled, leveled, and expanded into a new teaching/meeting area. The outdoor amphitheater will be reconstructed to include a shelter and dusk to dawn lighting. The 3-1 form has been submitted to the State Construction Office for approval.

- Budget: \$ 459,286 (NC Bond) \$20,676 (Adv Planning Grant)
- Disbursed to Date: \$0

MONTGOMERY COMMUNITY COLLEGE ROAD ACCESS BID RESULTS / FUNDING PROPOSAL

In the August 2019 board meeting, a gravel loop road around building 500 was approved for a bid of \$26,037.50 to be paid from the Quarter Cent Sales Tax Fund. Before grading could begin on the loop road it was discovered there were some underground cables that presented a problem. Also, there were obstacles in the proposed traffic flow. Therefore, a more viable option was explored. In the February 2020 board meeting, a new proposal was approved to widen the one-way road between Blair Hall and Building 500 allowing the new project to go out for bid. Three contractors were contacted and only one responded with a bid. The contractors were: Garanco – an on-site visit was performed, but no bid was submitted, Uwharrie Builders – no response, and Jeffrey Webb with a bid of \$50,645.

With the \$26,037.50 previously approved from the Quarter Cent Sales Tax Fund, another \$24,614.50 is needed. We are requesting the balance to come from our Parking Fees account in Institutional Funds which has a current balance of \$48,940. These funds have accumulated over the years from a \$5 parking fee charged to curriculum students. We are allowed to use these funds for parking lot renovations. The proposal from Jeffrey Webb is attached.



Jeffrey Webb Construction, Inc.

P.O. Box 668
Troy, NC 27371

910-572-2639
910-571-7010 (cell)

TO:
Montgomery Community College

JOB ESTIMATE

JOB DESCRIPTION	
Work Area Between Building 500 and 100	
ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Demo building and slab. Remove chain link fence. Remove concrete curb. Remove existing speed bumps. Demo grey vinyl siding building. Add dirt, grade, seed, and straw disturbed area. Asphalt patching. (Pave with 4" of full depth asphalt placed in two lifts). Supply and install 4 asphalt speed tables with handicapped walkways across tops. Paint 4" wide striping lines. Widen sidewalk at Building 500.	
TOTAL ESTIMATED JOB COST	\$50,645.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Jeffrey Webb
PREPARED BY

April 15, 2020
DATE

Personnel Appointment

Name of Person	Kelly Morgan
Position	Director of Marketing, Communications, and Public Relations
Position Category	Level 4
Salary	\$55,000
Effective Date of Employment	June 1, 2020
Budget Information	11-130-97-511300

Position Description:

Education and Certifications

School/Certification	Years Attended	Degree
Valparaiso University,	1986 - 1991	Communications/Journalism, Art/Graphic Design

Work Experience

Employer	Dates of Employment	Position/Title
NCA&T	February 2016 – Present	Director of Communications
Quantico Tactical,	May 2014 to January 2016	Marketing & Comm. Director
POCU (Post Office Credit Union)	November 2010 – June 2013	Marketing & Comm. Director

Professional Participation/Honors:

Hiring Committee

Person	Position
Chad Bledsoe	President
Lee Proctor	VP of Instruction

Beth Smith	VP of Student Services
Jeanette McBride	VP of Administration
Korrie Ervin	Director of Resource Development
Touger Vang	Director of Learning Resources/Professional Development
Jessica Latham	Coordinator of Student Life and Recruitment
Alex Williams	Program Facilitator for Gunsmithing
Mark Dye	Director, Gunsmithing and NRA Programs

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Kelly Morgan, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Kelly Morgan for the Director of Marketing, Communications, and Public Relations position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Michael Shawn Holder
Position	Welding Department Chair/Instructor
Position Category	Faculty
Salary	\$4500 per month
Effective Date of Employment	June 1, 2020
Budget Information	

Position Description:

Department Chair for Welding

Education and Certifications

School/Certification	Years Attended	Degree
East Montgomery HS	1995-1997	
Sandhills CC	2002	GED
NC DOT Welding Certificate		Cert #17060

Work Experience

Employer	Dates of Employment	Position/Title
K-M Machine Co.	2011-Current	Welding Foreman
DR Reynolds	2010-2011	Welding Fabricator
American Modular Technologies	2007-2010	Welding Fabricator/Maintenance

Professional Participation/Honors:

Hiring Committee

Person	Position
Tracey Wyrick	Dean of CTE
Jessica Hamilton	B&I Continuing Education
Jessica Latham	Student Recruitment, Student Services
Natalie Winfree	Dean Arts and Sciences
Lee Proctor	VP of Instruction
Melisa Bond	HR Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Michael Holder, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Michael Holder for the Welding Instructor position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Stephanie Weishner
Position	Dean of Technology and Learning Resources
Position Category	Level 2
Salary	60,000
Effective Date of Employment	June 1, 2020
Budget Information	11-140-97-511300-80100

Position Description:

Requires a broad knowledge of networking, printing, server computer hardware and software including operating systems, installation, system security, configuration, and troubleshooting. This position is responsible for oversight and maintenance of various technology infrastructure and support systems for the college. This position is also responsible for Learning Resources; including the Library and Distance Learning.

Education and Certifications

School/Certification	Years Attended	Degree
Robert Morris University, Pittsburg, PA	1996-2000	BS, Networking & Micro Computers
Robert Morris University, Pittsburg PA	2002-2004	MS, Internet Information Systems

Work Experience

Employer	Dates of Employment	Position/Title
CFRA, LLC	09/2006 – Present	IT Specialist
Micro Systems, Inc.	01/2004 – 08/2006	Implementation Specialist

Professional Participation/Honors:

Hiring Committee

Person	Position
Jeanette McBride	V.P. of Administrative Services
Beth Smith	V.P. of Student Services
Sam Britt	Dept Chair, English, Arts & Humanities
Shavier Mason	Assistant to the Dean of Continuing Education
Doni Hatchel	Director of Financial Aid
Wanda Frick	Director of Facilities
Tracey Wyrick	Dean of Career and Technical Education

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Stephanie Weishner, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Stephanie Weishner for the Dean of Technology and Learning Resources position.

Chad A. Bledsoe

Chad A. Bledsoe
President



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9600 • FAX: (910) 576-2176

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Chad A. Bledsoe, President

DATE: June 1, 2020

SUBJECT: Employment Contract Renewal for 2020-2021

I recommend that 12 month employment contracts be issued to the following staff for the 2020-2021 fiscal year:

Courtney Atkins	Assistant to the President
Korrie Ervin	Director of Resource Development
Carol Holton	Director of Institutional Effectiveness/SACS Liaison
Jeanette McBride	Vice President of Administrative Services
Kelly Morgan	Director of Marketing, Communications and Public Relations
Lee Proctor	Vice President of Instruction
Beth Smith	Vice President of Student Services

In addition, I recommend that employment contracts be issued to the following staff and faculty for the 2020-2021 fiscal year as presented by the Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services. Please see the attached recommendations.

Thank you for your cooperation in this matter.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Dr. Chad Bledsoe, President

From: Jeanette McBride, Vice President of Administrative Services

Subject: Employee Contract Renewal for FY 2020-21

Date: June 2, 2020

I recommend issuing employment contracts to the following staff for the 2020– 2021 academic year:

NAME	POSITION
Ms. Jennifer Gonzales	Controller
Ms. Connie Harris	Purchasing/Evening Coordinator
Ms. Margie Phillips	Accounts Payable Specialist
Ms. Tonya Luck	Accountant
Ms. Jessica Blanchard	Accounts Receivable Specialist
Ms. Melisa Bond	Director of Human Resources
Ms. Wanda Frick	Director of Facilities
Ms. Markisha Martin	Custodian
Mr. Marcus Ervin	Maintenance Supervisor
Mr. Mark Little	Maintenance Technician II
Mr. Danny Johnson	Evening Custodian/Maintenance II
Mr. Roger Brown	Groundskeeper/Maintenance III
Mr. Lucas Mingin	Lead Maintenance Technician I/Electrical
Mr. Willie Ratcliff	Custodian
Ms. Stephanie Weishner	Dean of Technology & Learning Resources
Ms. Mallory Smith	Distance Learning Coordinator
Mr. Touger Vang	Director Learning Resources
Ms. Alexa Linnell	Learning Resources Technical Assistant
Mr. Kavin Sydalack	Systems Administrator
Ms. Brenda Parsons	Network Administrator
Mr. Jonathan Carrick	Systems Technician
Mr. Taylor Sarks	Digital Content Mgr/Mutimedia Specialist

Thank you for your consideration in this matter.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9660 • FAX: (910) 576-2176

MEMORANDUM

TO: MCC Board of Trustees

FROM: R. Lee Proctor, Vice President of Instruction

SUBJECT: Recommendation for Employment 2020-2021 Fiscal Year

DATE: June 1, 2020

Based on sufficient demand for the respective programs, I recommend employment contracts for the following instructors for fiscal year 2020-2021:

Full-Time Twelve (12) Month Contracts – July 1, 2020 through June 30, 2021:

Billy J. Athay Gunsmithing Instructor
 Mark Dye Director of Gunsmithing & NRA Program
 Leonard Fagan Gunsmithing Instructor
 Amy Frieary Dean of Health and Human Services/Instructor
 Art Furr Electrical Systems Technology Department Chair/ Instructor
 Donna Harwood Coordinator/Instructor Nurse Aid
 Dylan Hurley Department Chair Forestry Management Technology/Instructor
 Josh Hussey Forestry Management Technology Instructor
 David Klass Math Instructor
 Lori McAllister Dental Assisting Department Chair/Instructor
 Matthew Mutarelli Gunsmithing Instructor
 Tim Sheffield Gunsmithing Instructor
 Wendy Vaughn Director of Nursing/ Instructor
 Natalie Winfree Dean of Arts and Science/Instructor
 Tracey Wyrick Dean of Career and Technical Education/ Instructor

Full-Time Ten (10) Month Contracts -- August 1, 2020 through May 31, 2021:

Amanda Beaman Phlebotomy and Medical Office Admin Department Chair/Instructor
 Sandra Britt Department Chair English, Arts, and Humanities/Instructor
 Mike Collins Business Administration Department Chair/Instructor
 Jennifer Garner Department Chair Medical Assisting/Instructor
 Edwin Hinson Air Conditioning, Heating and Ventilation Department Chair /Instructor
 Marsha Mabry Computer Information Technology Department Chair/ Instructor
 Carolyn Saunders Nursing Instructor

R. Lee Proctor
 June 1, 2020
 Page 2

Full-Time Ten (10) Month CTE Contracts – August 13, 2020 – June 12, 2021

Edwin Garner..... Automotive Instructor
 Leroy Sean Hassell..... Facility Maintenance Instructor
 Kevin Lamonds..... Industrial Systems Instructor

Full-Time Nine (9) Month Contracts – August 13, 2020 through May 12, 2021:

Rebekah Bunting..... Department Chair Science and Mathematics/Instructor
 Debbie Douglas..... History/Political Science Instructor
 Robin Gibson Practical Nursing Instructor
 David Hendrix..... Foundational Studies Instructor
 Donald Patterson..... Chemistry/Biology Instructor
 Pam Raffaldt Associate Degree Nursing Instructor
 Amber Scott Associate Degree Nursing Instructor
 Andy Speer..... Taxidermy Instructor

I recommend employment contracts for the following staff for fiscal year 2020 – 2021:

Full-Time Twelve (12) Month Contracts -- July 1, 2020 through June 30, 2021:

Monette Ayers..... NC Works Center Director
 Riley Beaman..... Director of Health and Public Safety
 Deanne Brown Director of Foundational Studies
 Lynn Epps Director of Educational Partnerships
 Andrew Gardner.....Dean of Continuing Education
 Genee Greene.....NC Works CS Specialist
 Jessica Hamilton Director for Business and Industry Services
 Savannah Heath Small Business Center Director
 Teresa HudsonAdministrative Assistant to the Vice President of Instruction
 Shaquille LittleEducational Partnerships Technical Assistant
 Shavier MasonAssistant to the Dean of Continuing Education
 Domenick MuoioApprenticeship Coordinator*
 Connie Parsons.....Administrative Assistant, Continuing Education
 Crystal Thomas Coordinator of Prison Programming/Instructor
 Kay Russell Receptionist/Data Entry Technician
 Alex Williams Coordinator of NRA Programs/Gunsmithing Technician

All contract recommendations are based on available funding and pending Board approval.

*Grant funded position. Current funding ends December 31, 2020

Memorandum

To: Dr. Chad Bledsoe, President

From: Beth Smith, Vice President of Student Services

Date: June 3, 2020

Subject: Recommended Employment for 2020-2021 from the Student Services Division

I would like to recommend that full-time employment contracts be issued to the following Student Services staff members for 2020-2021 contingent upon available funding.

Karen Frye	Director of Enrollment
Doni Hatchel	Director of Financial Aid
Tavia Housley	Enrollment Specialist
Jessica Latham	Coordinator of Student Life & Recruitment
Allie Morgan	Student Success & Retention Specialist
Tammy Owens	Financial Aid Assistant
Phyllis Parsons	Administrative Assistant/Switchboard Operator
Diana Sanchez	Counselor

I would like to recommend that a part-time contract be issued to Carmen Simpson, Evening Switchboard Operator, for 2020-2021 contingent upon available funding.

Thank you.

TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

<input type="checkbox"/>	Out-of-State Travel	<input type="checkbox"/>	Confirmation of Verbal Approval	<input type="checkbox"/>	In-state Excess
<input type="checkbox"/>	Out-of Country Travel	<input checked="" type="checkbox"/>	*Blanket Travel Authorization	<input type="checkbox"/>	Initial Request
<input type="checkbox"/>	Reimbursement Authorization for Non-State Employee	<input type="checkbox"/>	Special Authorization Allowable	<input type="checkbox"/>	Revised Request
		<input type="checkbox"/>	Request for Additional	<input type="checkbox"/>	Other _____

TRAVELERS: Dr. Chad Bledsoe

TRAVEL TO: Local and Regional Meetings SOURCE OF FUNDS: State

MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle	SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
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REQUESTING DEPARTMENT: President's Office	DEPARTMENTAL APPROVAL	
	DIVISION HEAD	DATE
	DEPARTMENT HEAD	DATE

TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING	PERIOD ENDING
	July 1, 2020	June 30, 2021

PURPOSE AND EXPLANATORY REMARKS – Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate.

Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, ACCT Seminar in Washington D.C., SACSCOC Annual Conference, SHOT Show, President's Conference in Maryland and the NRA Convention.

LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:

(THIS SECTION FOR STATE OFFICE USE ONLY)

<input type="checkbox"/>	Request Approved	Approval is contingent upon availability of funds and subject to limitations imposed by G.S. 138.6.
<input type="checkbox"/>	Request Denied	
<input type="checkbox"/>	Request Returned	

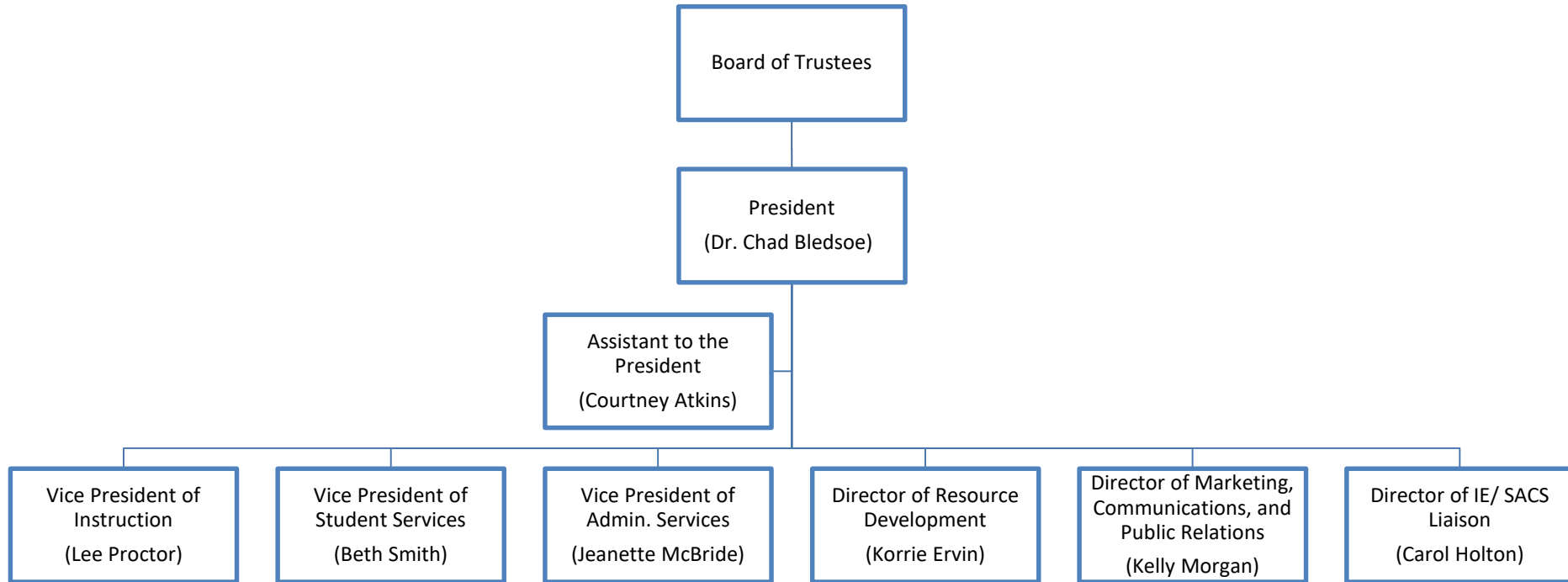
COMMENTS OR REPLY:

	DATE
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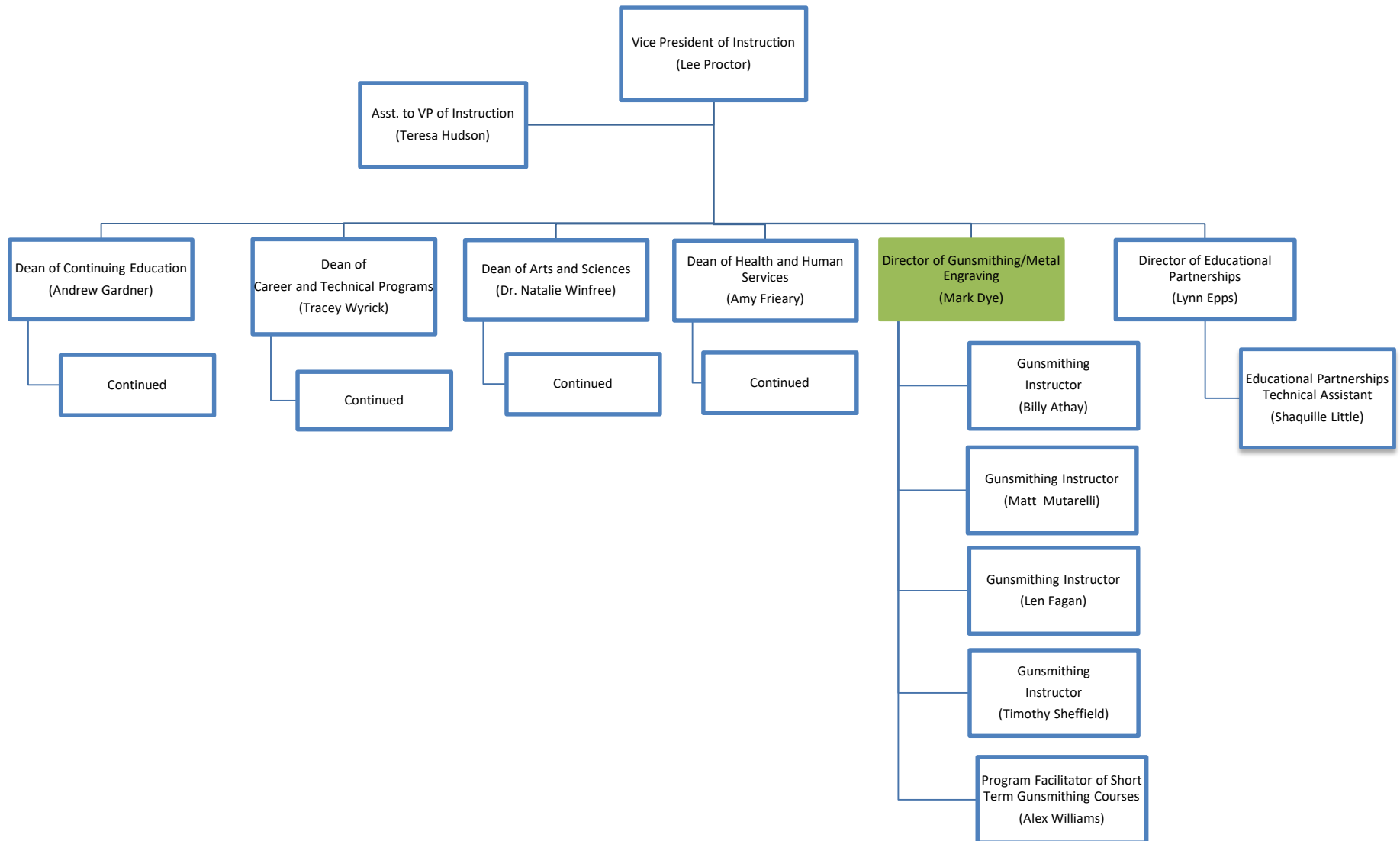
Montgomery Community College Organizational Chart



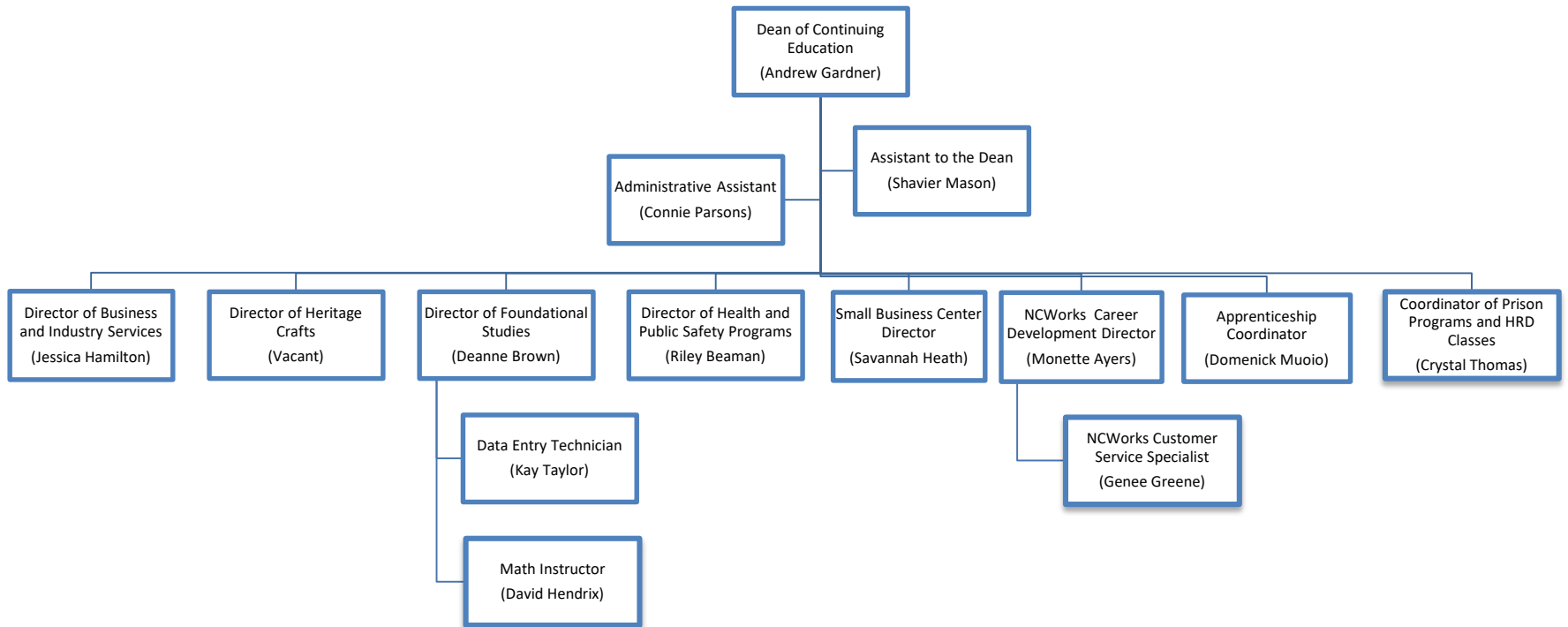
Montgomery Community College Administration



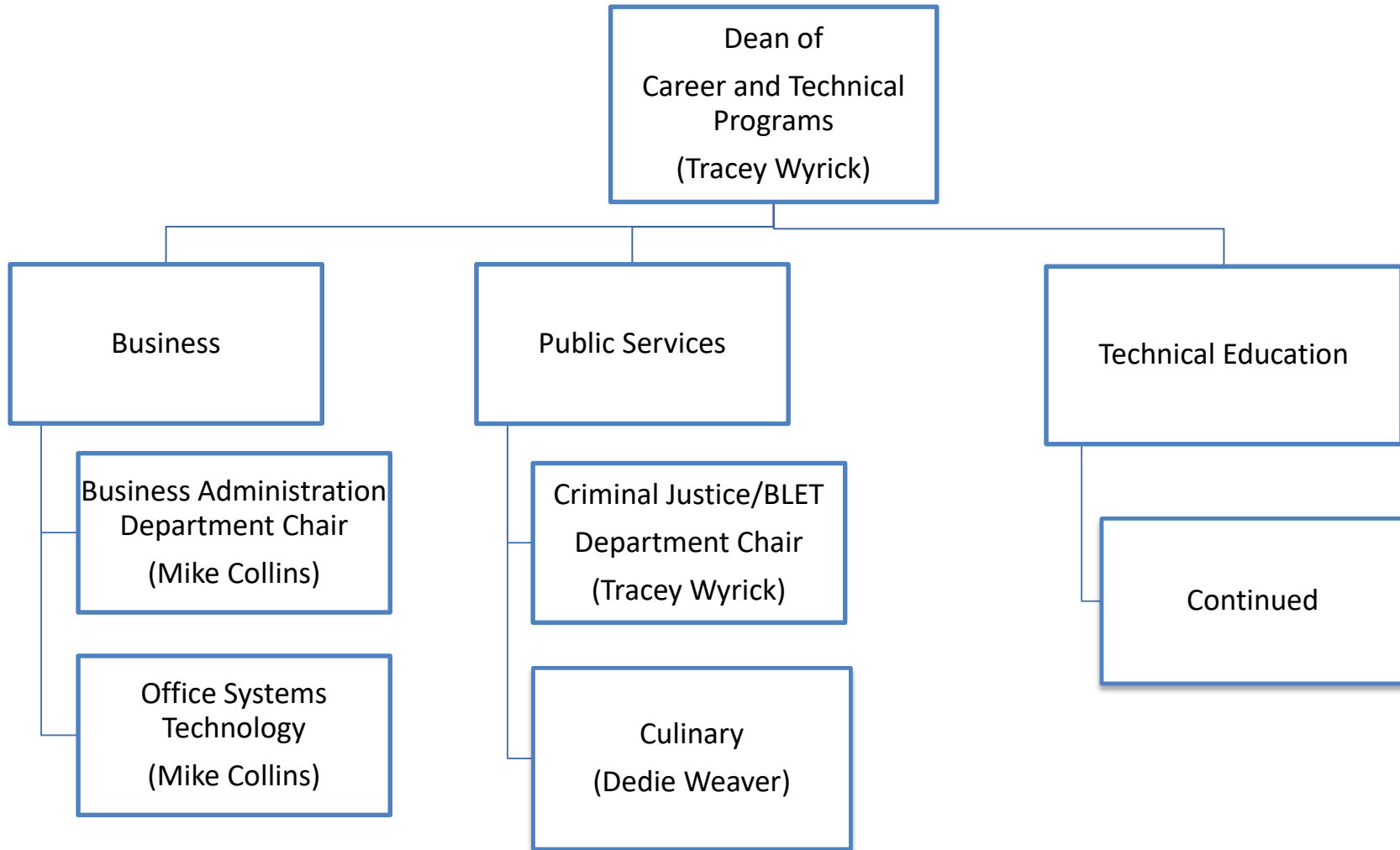
Instruction



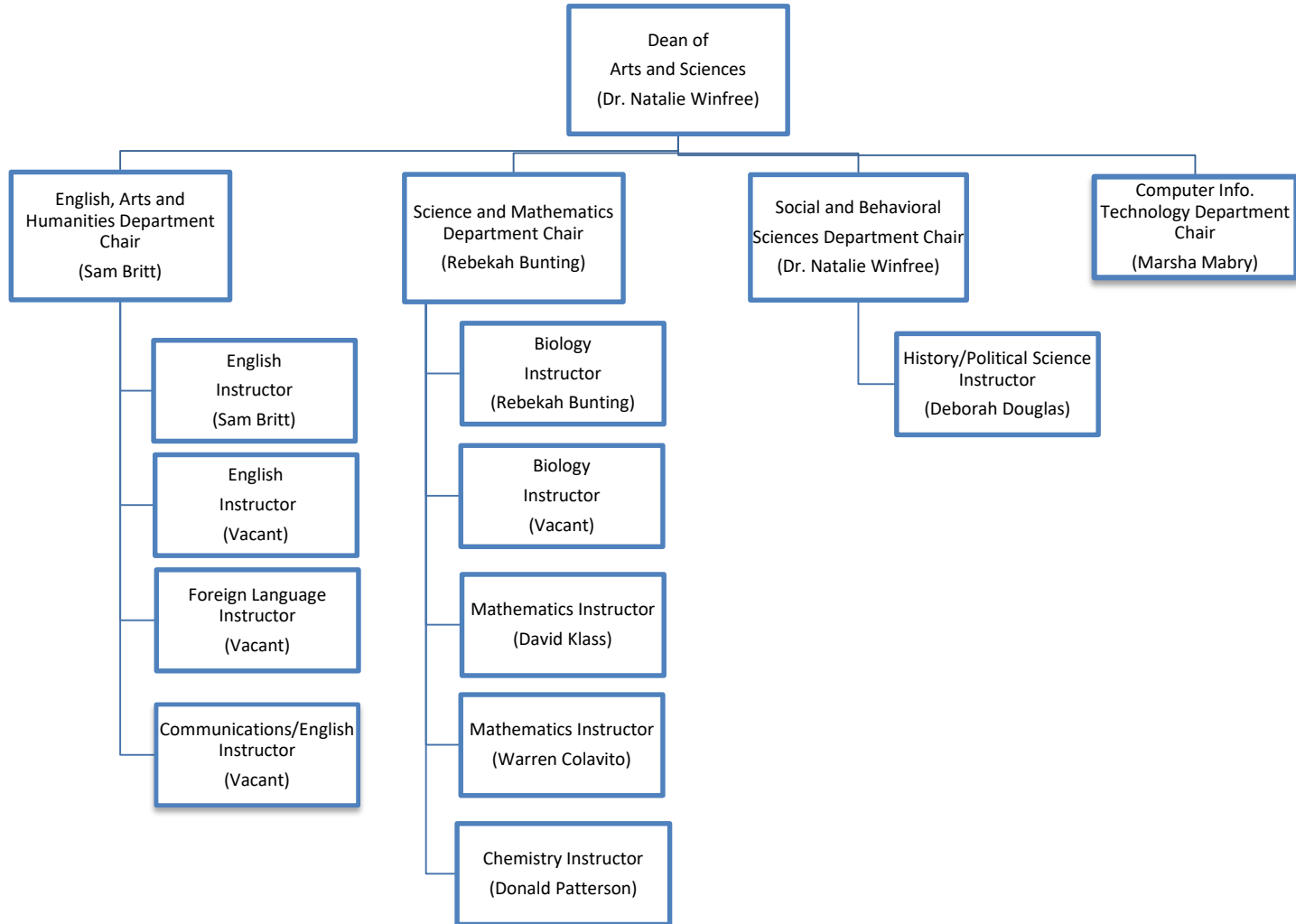
Instruction (Continuing Education)



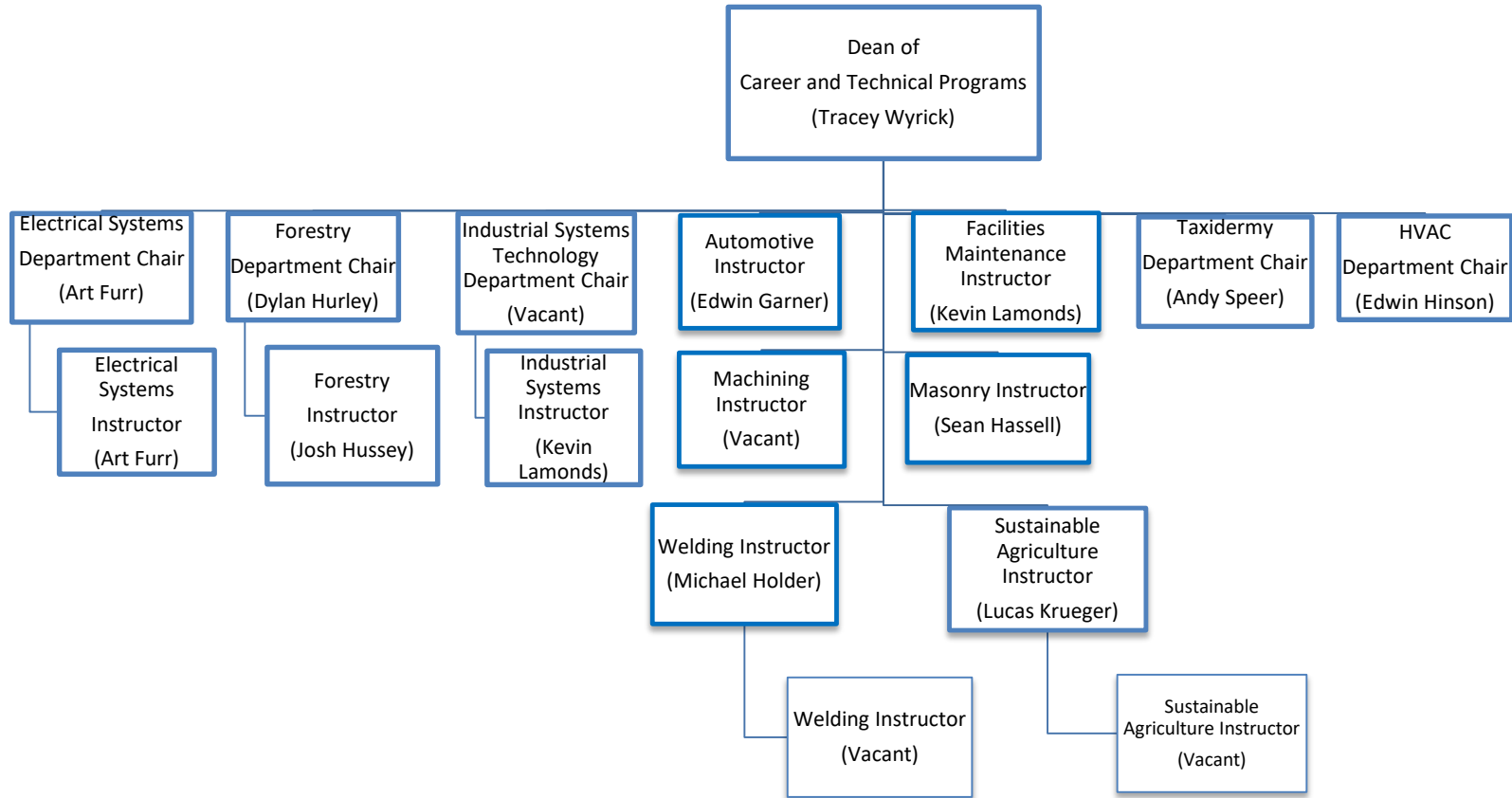
Instruction (Public Services, Career & Technical Programs)



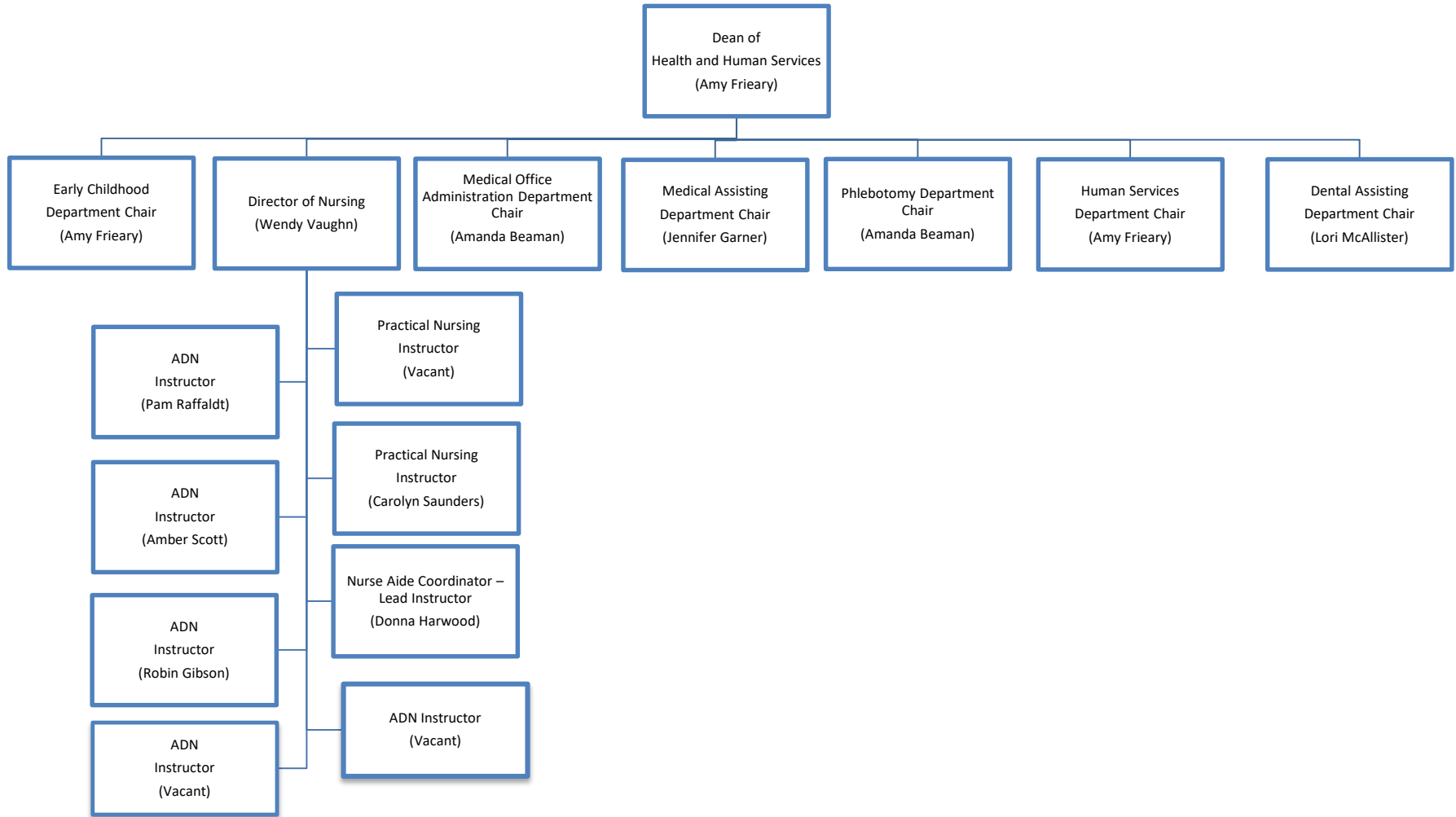
Instruction (Arts and Sciences)



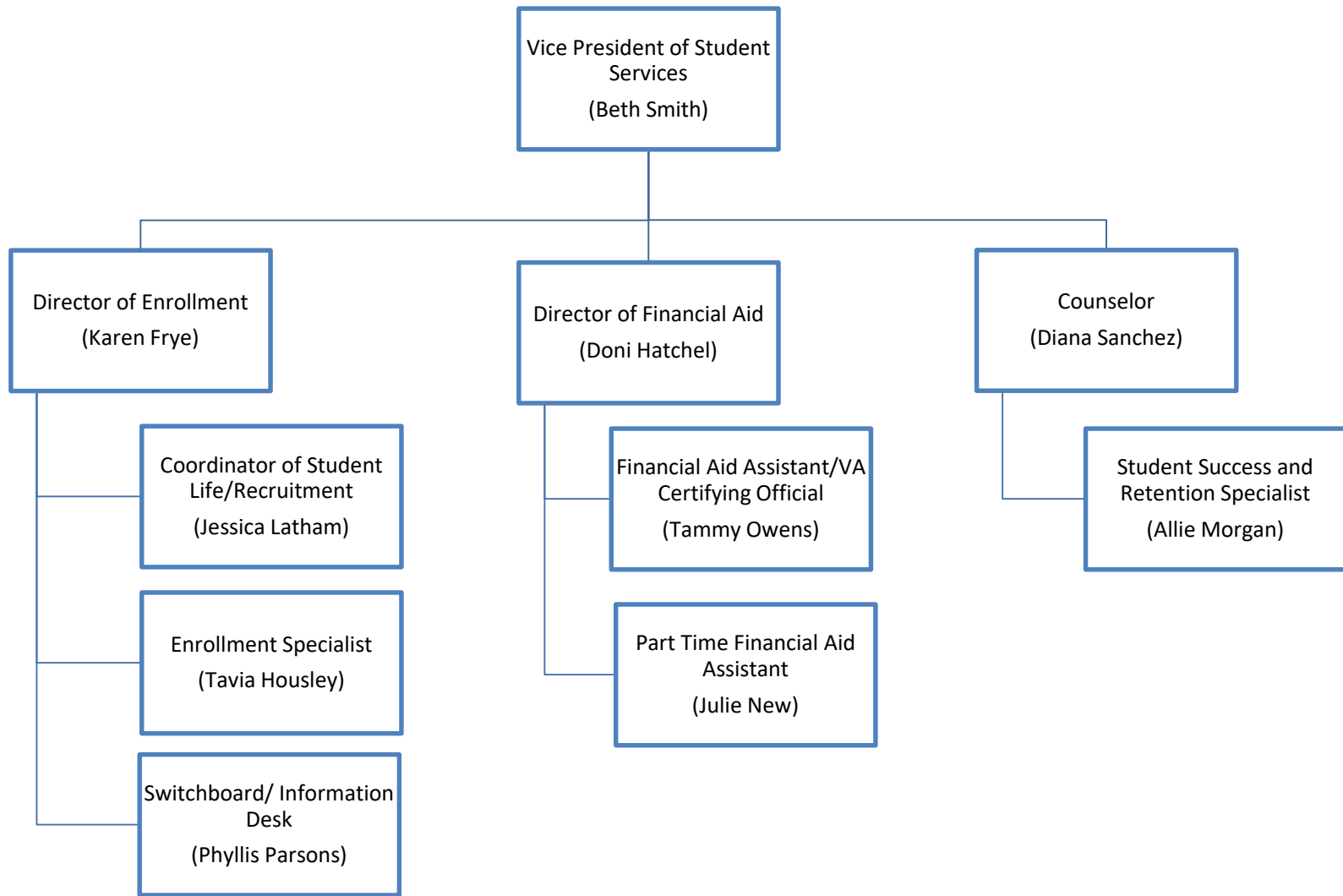
Instruction (Career and Technical Programs)



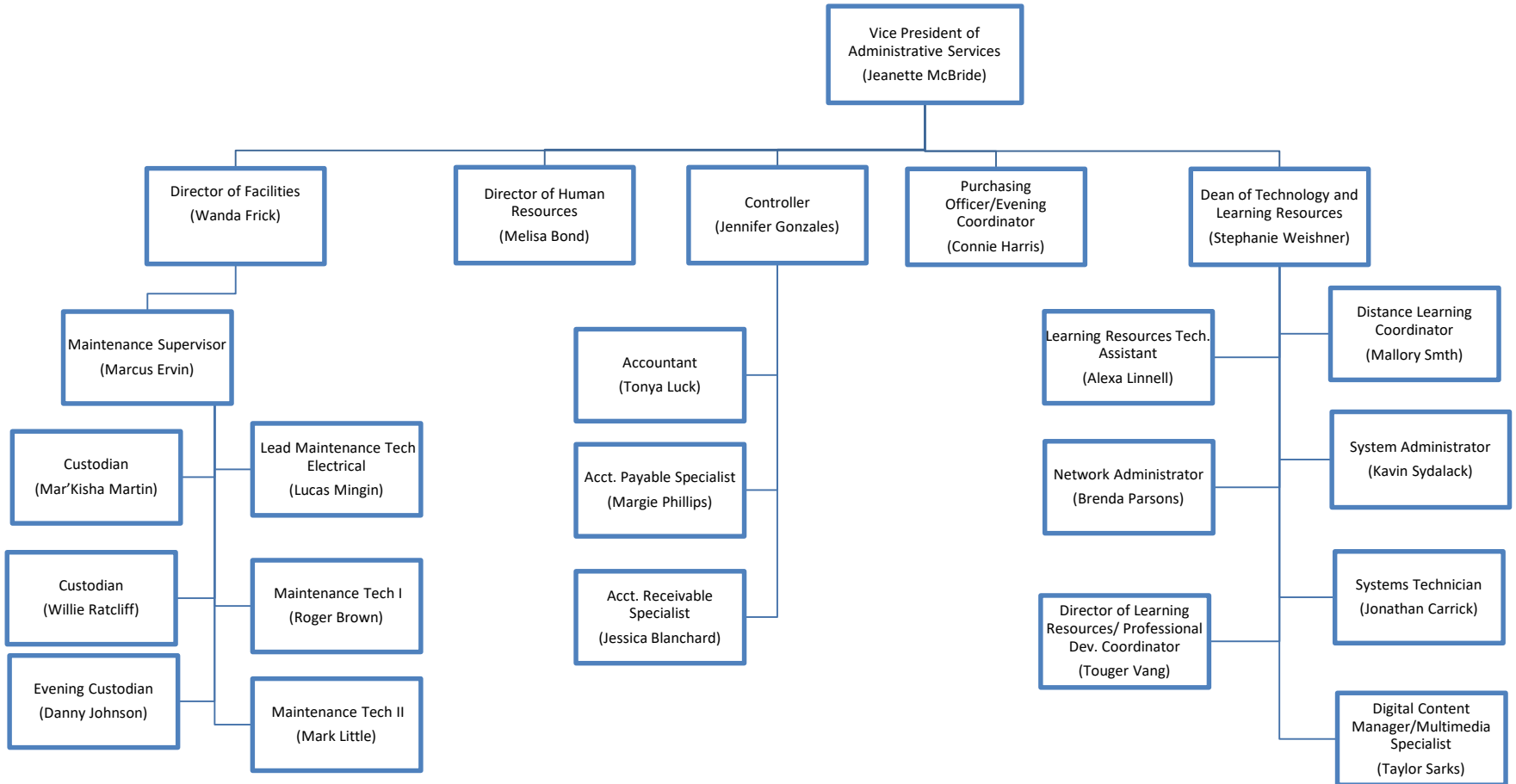
Instruction (Health and Human Services)



Vice President of Student Services



Vice President of Administrative Services



Board Report
Vice President of Instruction
June, 2020

The Gunsmithing students have been hard at work to make up for lost time during the “stay at home order”. Students have been back in the lab since May 18 trying to complete machining projects that will allow them to continue on to the next level. Faculty have been offering two 6-hour block of time in the labs Monday – Friday and one 6-hour block on Saturday and Sunday. Students have been utilizing their time well and are progressing. Thanks to the faculty who have been willing to put in the time to help their students succeed. In addition BLET, HVAC, Phlebotomy, Nursing and Nurse Aid faculty have been working with students to help them make up for lost time. BLET resumed classes on June 1.

Curriculum and Continuing Education are working to schedule day and evening classes in the Career and Technical Education building to best utilize the facility. Industrial Systems has completed its move to the CTE and Electrical Systems is working on their move. The College has added two new CNC milling machines (Gunsmithing, Machining) to expand our ability to teach computer integrated machining.

The first graduating class of the Montgomery County Early College completed in mid-May when 45 students “walked” across the stage. All 59 seniors met their high school graduation requirements; however, 14 have decide to stay for the fifth year to complete additional College requirements. The College has awarded 38 Associate Degree to this class and three additional students will graduate when they complete their incompletes. In addition, 12 student completed Career and Technical Education certificates (Medical Assisting, Industrial Systems, and Nurse Aid). This group has accomplished much in their three years at the Early College. Three students at East completed the Associate degree and one at West. The first Sustainable Agriculture Certificate was awarded this spring in addition to a number of other CTE Certificates.

June Board Report
Continuing Education Department
June, 2020

Public Safety:

- In collaboration with the South Piedmont Community College we are delivering two weeks of intense and specialized drone safety training for various public safety employees in our region. The training will run from June 1 to June 12 at South Piedmont Community College's Union County campus in Monroe, NC.

NCWorks

- NCWorks staff has launched a new chat feature to better assist customers that are utilizing NCWorks.gov. This has proven to be a great tool to provide better customer service.
- Continuing to reach out to all Montgomery County employers to offer information and assistance during these challenging times.

Small Business Center

- Released the Smart Restart Montgomery County - Business Restart Guide.
- Allocated \$50,000 plus in funding to provide additional counseling services to small businesses in need.

Business & Industry Services

- June 2, 2020 attended a graduation ceremony at Ameriquel Aseptic for the first Aseptic Processing Technician class.
- Offering online career readiness classes for all continuing education healthcare related programs this summer to best prepare new students for their career in healthcare.

MCC Board of Trustees – June 10, 2020 Update from the Student Services Division

Highlights & Previews

Student Services staff hope to see all students back on campus in the near future. In the meantime, phone calls and emails are taking place with individuals who have inquired about our programs, with those who have applied for admission, and with students completing registration for either the summer or the fall. We are beginning to schedule a few face-to-face meetings with individuals needing assistance with financial aid and enrollment processes. Programs that typically hold group orientation and registration sessions in June and July are either restructuring their session to allow for appropriate social distancing measures or are looking into alternative methods for conducting the session.

As with the Board of Trustees meetings, virtual meetings have now become fairly commonplace. Although some activities were cancelled outright or postponed, many conferences, meetings, and training sessions that staff members would have ordinarily attended have transitioned to an online setting. Staff members have also been taking advantage of a number of professional development opportunities available online.

Although a traditional graduation ceremony has not been completely ruled out, we are making plans for a virtual or drive-thru ceremony. Graduates will be able to drive through at selected times next week to pick up their cap and gown. We will ask them to then send us photos of them dressed in the graduation attire and will use those photos to create a slide show presentation. We will also ask them to send us group photos of them and their families celebrating the accomplishment.

In SGA news, Ahjada Ingram, an Early College student pursuing an Associate in Arts degree, has been named as the 2020-21 SGA President.

Montgomery Community College

Academic Calendar

2019-20

Updated 06/10/2020

Fall Semester 2019

August 12	9 month Contract Begin
August 12-13	Quality Trails
August 14	Late Registration
August 15	Divisional Work Day
August 19	Classes Begin
September 2	Labor Day Holiday
October 14-15	Fall Break
November 27 - 30	Thanksgiving Break
December 16	Classes End
December 17	Grades Due
December 18 – January 1	Christmas Break

Spring Semester 2020

January 2	Late Registration
January 3	Divisional Work Day
January 6	Classes Begin
January 20	MLK Holiday
March 3 - 7	Spring Break
April 13	Easter Break
May 4	Classes End
May 6	Graduation
May 8	9 month Contracts End

Summer Semester 2020

Summer I

May 18	Classes Begin
May 25	Memorial Day
July 6	Independence Day
July 20	Term Ends

Summer II

June 15	Classes Begin
July 6	Independence Day Holiday
August 10	Term Ends

May 21, 2020

MEMORANDUM

TO: CC Presidents
FROM: Jennifer Haygood, Chief of Staff
RE: **OSHR Emergency Leave Provision #4**

The purpose of this memo is to provide colleges updated guidance on leave policy options beyond May 22, 2020. As I communicated by e-mail on May 6, 2020, the Office of State Human Resources (OSHR) extended the State of Emergency Leave Provision #3 through May 22, 2020. We have received notification from OSHR that **State of Emergency Leave Provision #3 will extend to May 25 but will not be extended further.**

OSHR has adopted an Emergency Leave Provision #4 for the period of May 26, 2020 through June 30, 2020, or the start of Phase 3 (as defined by a future executive order issued by the Governor), whichever is first. Provision #4 ends prior versions of the State of Emergency Leave. Going forward, colleges will grant COVID-19-related leave when it is allowed by the Families First Coronavirus Response Act (FFCRA) and have the option of extending paid Emergency Leave for elder care and to employees whose work cannot be performed remotely or for whom reasonable alternative work is not feasible.

Leave Provided by the Families First Coronavirus Response Act (FFCRA)

As you may recall, the leave provided under the FFCRA and OSHR's State of Emergency Leave Provision #3 covered many of the same COVID-19-related situations (see Attachment A - March 25, 2020 memo from Jon Harris as a reference). Beyond May 22, 2020, colleges **may no longer provide State of Emergency Leave for employees experiencing situations covered by the FFCRA.** Instead, colleges must provide federal Emergency Sick Leave and Emergency Family Medical Leave Act (FMLA) leave, as applicable, to eligible employees. Because of the special tax treatment of leave provided by the FFCRA, colleges should ensure this leave is coded appropriately.

As a reminder, under *certain* situations, the rate of pay for FFCRA leave is capped at 2/3 of the employee's regular rate of pay. In such situations, an employee may elect to utilize other preexisting paid leave (such as vacation leave, bonus leave, and sick leave) to supplement the FFCRA paid leave (see Attachment B - April 1, 2020 memo from Jon Harris as a reference).

Paid Emergency Leave for Situations NOT Covered by FFCRA

Under OSHR's Emergency Leave Provision #4, State agencies may continue to extend **up to 208 hours (assuming Leave Provision #4 extends through June 30, 2020) of paid leave at 2/3rds the regular rate of pay** for two additional situations not covered by the FFCRA leave:

- **Elder Care.** Employees unable to work due to elder care needs as a result of the closure of a facility due to COVID-19.
- **Work cannot be performed remotely, or reasonable alternate work is not feasible.** Employees who are not scheduled to work onsite, cannot telework because their position and duties cannot be performed remotely, and reasonable alternate remote work is not feasible or productive.

As usual, colleges are **authorized, but not required** to adopt locally a similar paid Emergency Leave policy. An employee receiving Emergency Leave under this policy may elect to supplement this leave with other preexisting paid leave.

Additional Considerations and Clarifications

- An employee is not eligible for FFCRA Leave or paid Emergency Leave if he/she was on other pre-approved leave, chooses not to work, or is unavailable for reasons other than the allowable COVID-19-related situations and must use available and applicable leave types (vacation leave, bonus leave, sick leave, compensatory time, leave without pay, etc.).
- During the period of May 26 – June 30 or the end of Phase 3, whichever is earlier, OSHR has also extended an additional 80 hours of paid Community Service Leave for State employees. Colleges may consider doing likewise.

Thank you for your continued service to your students and communities. We are all trying to find the right balance between protecting public health and meeting our educational mission. I hope this guidance provides you tools to help address employee needs, while acknowledging practical budget constraints and the need to provide more face-to-face instruction and services on your campuses.

CC: CC Business Officers
CC Personnel Officers

Attachments



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans
President

Memorandum

To: Community College Human Resources Directors and Business Officers
From: Jonathan Harris, General Counsel
Subject: Families First Coronavirus Response Act and NC Emergency Leave Policies
Date: March 25, 2020

Background Summary

On March 18 President Trump signed the Families First Coronavirus Response Act into law. The Act contains two new employee leave provisions addressing absences due to the COVID-19 pandemic:

- (1) Emergency Paid Sick Leave (Emergency Sick Leave)
- (2) Emergency Family and Medical Leave (Emergency FMLA)

These leave provisions are effective April 1, 2020. We are still awaiting regulations and additional guidance from the U.S. Secretary of Labor.

Key Points

- The new federal law applies to community colleges.
- The new law creates two federal leave entitlements. This means a college must honor an eligible employee's request to use either Emergency Sick Leave or Emergency FMLA.
- An employee can choose which leave to take when the employee cannot work or telework due to a circumstance related to the COVID-19 outbreak—the new federal leave or the leave a college provides.
- The federal leave provisions contain reductions and caps in pay. The State policies do not.
- The federal leave provisions expire December 31, 2020.
- If a college adopts emergency leave policies consistent with OSHR's policies, employees are less likely to use the new federal leave provisions.
 - The State policies cover many of the situations covered by federal Emergency Sick Leave.
 - The State policies cover the one and only situation covered by Emergency FMLA, which is needing to take care of child due to a school or childcare closure.

Federal Emergency Paid Sick Leave

Conditions for Use

A college must provide paid sick time to an employee to the extent that the employee is unable to work or telework because:

- (1) The employee is subject to governmental quarantine or isolation order related to COVID-19.
- (2) A health care provider has advised the employee to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- (4) The employee is caring for an individual subject to an order described in (1) or has been advised as described in (2).
- (5) The employee is caring for a child due to a school or childcare facility being closed or unavailable.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Eligible Employees

- This leave is available for immediate use by the employee, regardless of how long the employee has been employed by the college.

Amount of Emergency Sick Leave Hours

- Full-time employees are entitled to 80 hours of Emergency Sick Leave.
- Part-time employees are entitled to a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- This leave does not carry over from one year to the next.

Rates of Pay

- If an employee uses Emergency Sick Leave for reasons (1), (2), or (3) above, the employee is paid at their regular rate of pay, **subject to** a \$511 per day cap (\$5,110 aggregate).
- If an employee uses Emergency Sick Leave for reasons (4), (5), or (6) above, the employee is paid at 2/3 of their regular rate of pay, **subject to** a \$200 per day cap (\$2,000 aggregate).

Relationship to Other Leave

- A college cannot require an employee to use other paid leave provided by the college prior to the employee using Emergency Sick Leave.

Federal Emergency FMLA

Conditions for Use

A college must provide an employee paid Emergency FMLA in the following situation:

- The employee is unable to work or telework due to a need to care for a child under 18 years of age if a school or place of care has been closed or is unavailable due to a public health emergency.

Eligible Employees

- Full or part-time employees who have been employed with a college for at least 30 calendar days.

Amount of Emergency FMLA Time

- An employee can take 12 total weeks.

Rate of Pay

- The first ten days **may** consist of unpaid leave, but an employee can elect to use the new Emergency Sick Leave or any other leave the employee has during the first ten days.
- The next ten weeks are paid at a rate of not less than 2/3 of the employee's regular rate of pay, times the number of hours the employee would normally be scheduled to work, **subject to** a \$200 per day cap (\$10,000 aggregate).

Tax Treatment of Federal Leave Payments

- The leave payments under both federal leave provisions are not considered wages for social security tax (OASDI) withholding purposes. ~~Therefore, this tax should not be withheld from employee payments.~~ Employers do not have to pay their matching share either.¹
- Medicare taxes should still be withheld from employee payments. Employers still pay their matching share.
- Colleges are not eligible for the refundable payroll tax credits private businesses can receive.

¹On April 13, 2020, Jon Harris sent an e-mail clarifying the tax treatment of CCFRA leave payments. While the employer does not have to pay the employer part of OASDI on these wages, the employee does have to pay and OASDI is withheld from the employee's leave wages. Medicare taxes are still paid on both the employee and employer side.

Status of State of Emergency Leave for State Employees

Currently, the State has four policies in effect regarding leave for employees during the COVID-19 pandemic. They are:

- (1) The Communicable Disease Emergency Policy
- (2) State of Emergency Leave Provision #1
- (3) State of Emergency Leave Provision #2
- (4) State of Emergency Leave Provision #3

The Communicable Disease Emergency Policy

An employee is granted paid leave under the State's existing¹ Communicable Disease Policy for the following reason:

- If the employee is quarantined by a public health official, the employee is granted paid leave until the specified period ends or the employee becomes ill with the communicable disease, whichever comes first.

State of Emergency Leave Provision #1

The Office of State Human Resources (OSHR) adopted State of Emergency Leave Provision #1 on March 13. It gives agencies the discretion to grant up to 80 hours of paid leave.²

An employee can take State of Emergency Leave #1 for the following reason:

- The employee is experiencing symptoms potentially related to COVID-19.

State of Emergency Leave Provision #2

OSHR adopted State of Emergency Leave Provision #2 on March 17. It gives agencies the discretion to grant up to 96 hours of paid leave, from March 16 - 31.

An employee can take State of Emergency Leave #2 for the following reasons:

- (1) The employee is a "high risk" individual who cannot telework.
- (2) The employee is caring for a "high risk" individual and cannot telework.
- (3) The employee cannot telework because their position and duties cannot be performed remotely and reasonable alternative remote work is not feasible or productive.
- (4) The employee cannot work because they have childcare or eldercare needs due to COVID-19 related facility closings.
- (5) The employee is sick due to symptoms consistent with COVID-19.
- (6) The employee is caring for a dependent with symptoms consistent with COVID-19.

State of Emergency Leave Provision #3

OSHR adopted State of Emergency Leave Provision #3 on March 25. It will be effective April 1 – April 30. It gives agencies the discretion to grant up to 176 hours of paid leave for the same reasons listed in State of Emergency Leave Provision #2.

¹ OSHR's website indicates that due to the COVID-19 emergency, this policy is under review. It has not been rescinded yet, so it is still in effect.

² This leave does not have a definite expiration date. It continues in effect until further notice or until the state of emergency declaration is lifted.

Memorandum

To: Community College Human Resources Directors and Business Officers
From: Jonathan Harris, General Counsel
Subject: **Additional Information Regarding the Families First Coronavirus Response Act**
Date: April 1, 2020

Introduction

This is a follow-up to the Families First Coronavirus Response Act (FFCRA) memo sent out on March 25, 2020. The first memo discussed the basic provisions of the two new federal leave provisions—Emergency Paid Sick Leave and Emergency FMLA, along with OSHR’s State of Emergency Policies. This memo will discuss some additional information related to the federal leave provisions. It will also cover some of the questions we have received at the System Office.

Temporary Non-Enforcement by the U.S. Department of Labor

The U.S. DOL will not bring enforcement actions against employers for violations of the Act through April 17, 2020, provided that the employer has made reasonable, good faith efforts to comply with the Act. This gives colleges a little more time to fully understand the Act and to think through implementation of the Act.

U.S. Department of Labor “Questions and Answers” Site

U.S. DOL has updated their FFCRA Questions and Answers (Q&A) site. We encourage you to read the Q&As on the site. The Q&As cover a range of questions and scenarios that colleges might see in the coming days or weeks. The site is at this link:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Employer Posting Requirement

The FFCRA requires employers to “post in conspicuous places on the premises of the employer where notices to employees are customarily posted.” Employers must post the notice by April 1. The U.S. DOL model notice can be found here:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

U.S. DOL also has a Frequently Asked Questions section devoted solely to the posting requirement. It can be found at this link:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-poster-questions>

One posting FAQ of note:

1. Where do I post this notice? Since most of my workforce is teleworking, where do I electronically “post” this notice?

Each covered employer must post a notice of the Families First Coronavirus Response Act (FFCRA) requirements in a conspicuous place on its premises. An employer may satisfy this requirement by emailing or direct mailing this notice to employees, or posting this notice on an employee information internal or external website.

Do the New Leave Provisions Apply to Contract or Temporary Employees?

General Eligibility Provisions

Under the new law, an employee is eligible for Emergency Sick Leave immediately. An employee is eligible for Emergency FMLA if they have been employed for 30 days.

For Emergency FMLA, this eligibility requirement is very different from the eligibility requirement for “Regular” FMLA. For Regular FMLA, the employee must be employed with a college for at least 12 months and have worked 1250 hours during the 12 months preceding the leave. The eligibility requirements for Regular FMLA likely exclude many short-term temporary and contract employees due to falling short of the required 1250 hours. With these requirements removed for Emergency FMLA, more of these employees will qualify.

An employee’s particular situation still has to meet one of the covered COVID-19 related situations listed under Emergency Sick Leave or Emergency FMLA in order to take either type of leave.

Contract Employees

Contract employees are eligible for Emergency Sick Leave and Emergency FMLA if they are still under contract with the college. The college would not have to pay for either type of leave once the term of the contract ends. Colleges should review their contracts for any language that automatically renews a contract.

Temporary Employees

Temporary employees are eligible for Emergency Sick Leave and Emergency FMLA. If a college is using a temporary employment agency, the agency, rather than the college **might** be responsible for paying for the leave. The U.S. DOL has a Fact Sheet on these “joint employer” situations at the link below. **CAUTION:** U.S. DOL has not updated this Fact Sheet to reflect the changes in employee eligibility, so ignore those provisions for Emergency FMLA eligibility purposes. The analysis on joint employers is still valid:

<https://www.dol.gov/agencies/whd/fact-sheets/28n-fmla-joint-employment>

Counting Hours for Part-Time Employees

For Emergency Sick Leave, leave for part-time employees is based on their average number of work hours in a two-week period. For Emergency FMLA, leave for part-time employees is based on the number of hours the employee would be normally scheduled to work. For part-time college employees that have irregular schedules, see US DOL Q&A #5 and #6.

Employee Furloughs

If an employee has been furloughed prior to April 1 or after April 1, the employee is not eligible to take either type of leave. See US DOL Q&A #13, #23, #24, and #26.

Can an Employee Use Other College Leave in Conjunction with Federal Leave?

Yes, under certain conditions. See U.S. DOL Q&A #31, #32, #33

Can an Employee Receive Unemployment Benefits While Taking Federal Leave?

No. See U.S. DOL Q&A #29.

Can an Employee Use Emergency FMLA if They Already Used Regular FMLA?

It depends how much Regular FMLA the employee has used. For Regular FMLA, an employee can take 12 workweeks of leave in a 12-month period. The addition of Emergency FMLA did not change the total amount of FMLA leave an employee can take. Therefore, if an employee used two weeks of Regular FMLA in January 2020, the employee would have ten weeks of total FMLA remaining to be used on either Emergency FMLA or Regular FMLA. If an employee used all 12 weeks from September 2019 to November 2019, the employee could not take Emergency FMLA. See U.S. DOL Q&A #44 and #45.

Quarantine and the Governor's Recently Issued "Stay-at-Home" Executive Order

The Governor's "Stay-at-Home" Order does not mean that every college employee is now subject to a governmental quarantine or isolation order for the purposes of qualifying for Emergency Sick Leave. As Professor Diane Juffras from the UNC School of Government explains, "quarantine" and "isolation" are legally defined terms in public health law and are distinct from a general "stay-at-home" order. For more details, see her blog post:

<https://canons.sog.unc.edu/does-a-local-shelter-in-place-order-qualify-as-an-isolation-or-quarantine-order-for-the-purposes-of-the-emergency-paid-sick-leave-act/>

18 May 2020

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Chairs of the Boards of Trustees
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Amendment of 1D SBCCC 200.95 – Education Services for Minors**

On 15 May 2020, the State Board of Community Colleges voted to amend **1D SBCCC 200.95 – Education Services for Minors**. The amendment repeals references to dual enrollment and concurrent enrollment programs that have been replaced by Career and College Promise (Curriculum and Workforce Continuing Education).

The rule will be effective 1 June 2020. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the changes made to the rule, click on the June 1, 2020 hyperlink found at the end of the attached rule.

**CC20-040
E-mail Copy**

Attachment



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION PROGRAMS**

5
6 **SUBCHAPTER 200. BASIC SKILLS**

7
8 **1D SBCCC 200.95 EDUCATION SERVICES FOR MINORS**

9 (a) The major purpose of community colleges is to serve students who have graduated
10 from high school or are beyond the compulsory age limit of the public school and have
11 left public school. However, a minor may seek admission to a community college
12 subject to the conditions in this Section.

13 (b) Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or
14 private educational agency may be admitted to a Basic Skills or Continuing Education
15 program at a college if a North Carolina local public or private educational agency,
16 where the minor now resides, determines that admission to a Basic Skills or
17 Continuing Education program is the best educational option for the student and the
18 admission of the student to a Basic Skills or Continuing Education program is
19 approved by the college under one of the following conditions:

20 (1) If the minor, 16 years old or older, has officially withdrawn from a public or private
21 educational agency within the last six months, a college may admit the minor to a
22 Basic Skills or Continuing Education program if the minor obtains a signed official
23 withdrawal form from the local public or private educational agency and a notarized
24 petition of the minor's parent, legal guardian, or other person or agency having
25 legal custody and control. The petition shall certify the minor's residence, date of
26 birth, date of leaving school, name of last school attended, and the petitioner's
27 legal relationship to the minor.

28 (2) If the minor, 16 years old or older, has officially withdrawn from a public or private
29 educational agency for at least six months, a college may admit the minor to a
30 Basic Skills or Continuing Education program without the release form from the
31 public or private educational agency. However, the minor must obtain a notarized

1 petition of the minor's parent, legal guardian, or other person or agency having
2 legal custody and control. The petition shall certify the minor's residence, date of
3 birth, date of leaving school, name of last school attended, and the petitioner's
4 legal relationship to the minor.

- 5 (3) If the minor is an emancipated minor, the requirement for the release form from
6 the public or private educational agency and the requirement for the notarized
7 petition are waived. The minor must provide legal documentation of emancipation.
8 Admission requirements for an emancipated minor shall be the same as for an
9 applicant 18 years old or older.

10
11 *History Note: Authority G.S. 115D-1; 115D-5; 115D-20; S.L. 1995, c. 625; S.L. 2009-451,*
12 *s. 7.10(j);*
13 *Eff. January 1, 1987;*
14 *Amended Eff. September 1, 1993;*
15 *Temporary Amendment Eff. June 1, 1997;*
16 *Amended Eff. July 1, 1998;*
17 *Temporary Amendment Eff. August 22, 2001;*
18 *Amended Eff. April 1, 2010, April 1, 2003.*
19 *Amended Eff. [June 1, 2020.](#)*

**President's Report
June 10, 2020**

Activities since the May Board Meeting

5/8/20	ERP Executive Steering Committee Monthly Meeting
5/11/20	Cabinet/Crisis Management Team Meeting (Virtual)
5/11/20	Construction Meeting for Blair Hall Renovations
5/12-14/20	Early College Book Drop Off
5/18/20	Cabinet/Crisis Management Team Meeting (Virtual)
5/19-22/20	Early College Graduation
5/28/20	Monthly Construction Meeting

Upcoming Activities

6/3/20	Business Advisory Council Meeting
6/4/20	Belk Presidents' Academy Symposium (Virtual)
6/8/20	Cabinet/Crisis Management Team Meeting (Virtual)
6/10/20	Board of Trustees Meeting

Board of Trustees Information

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



Board of Trustees Calendar of Events
2020-2021

June 10, 2020	5:30 p.m.	Committee/Board Meeting (Virtual)
June 15-17, 2020		NCACCT Law/Legislative Seminar - Raleigh
July, 2020		No Board Meeting
August 12, 2020	11:30 a.m.	Foundation Board Meeting
August 12, 2020	5:30 p.m.	Committee/Board Meeting
August 26-28, 2020		NCACCT Seminar - Asheville
September 9, 2020	5:30 p.m.	Committee/Board Meeting
October 14, 2020	5:30 p.m.	Committee/Board Meeting
November 11, 2020	11:30 a.m.	Foundation Board Meeting
November 11, 2020	5:30 p.m.	Committee/Board Meeting
December, 2020		No Board Meeting
December 4, 2020	5:30 p.m.	Board Christmas Dinner
January 13, 2021	5:30 p.m.	Committee/Board Meeting
February 10, 2021	5:30 p.m.	Committee/Board Meeting
March 10, 2021	5:30 p.m.	Committee/Board Meeting
April 14, 2021	5:30 p.m.	Committee/Board Meeting
May 5, 2021	7:00 p.m.	Graduation
May 12, 2021	11:30 a.m.	Foundation Board Meeting
May 12, 2021	5:30 p.m.	Committee/Board Meeting
June 9, 2021	5:30 p.m.	Committee/Board Meeting