

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, September 14, 2022 at 7:00 p.m. in the Blair Auditorium. **Committee meetings will begin at 5:30 p.m.**

Call to Order Claudia Bulthuis, Chairman

Welcome and Announcements..... Claudia Bulthuis

Prayer..... Claudia Bulthuis

Approval of the Agenda – (Action)..... Claudia Bulthuis

Board of Ethics Reminder..... Claudia Bulthuis

In keeping with MCC Board Policy 1.4 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed our agenda for this evening’s meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

Board PresentationWendy Vaughn – Health Science Programs

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

Standing Committees

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

- July Financial Reports – **Appendix B-1 (Action)**
- Approval of 2-1, 2022-2023 State and Local Budgets – **Appendix B-2 (Action)**
- July Foundation Fund Statements – **Appendix B-3**
- Grants Update – **Appendix B-4**
- Foundation Update

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

- Facilities Report – **Appendix C-1**
- Construction Update – **Appendix C-2**

Personnel Committee.....Gelynda Capel, Committee Chairman

- Personnel Separations **Appendix D-1**
- Personnel Appointments **Appendix D-2**
- New Position - Instructor and Assistant to the Director of College and Career Readiness **Appendix D-3 (Action)**

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

- Update from Instruction/Student Services – **Appendix E-1**
- 2022 Summer Class Visitation Report – **Appendix E-2**

Legislative/Public Relations Committee Katie Dunlap, Committee Chairman

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

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

- No Report

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

President’s Report Dr. Chad Bledsoe

- Activities Since Previous Board Meeting – **Appendix H**
- ED2Go Presentation

Chairman’s Report Claudia Bulthuis

- Calendar of Events – **Appendix I-1**
 - NCACCT Leadership Seminar – September 7-9, 2022
- Adult Learner Guidebook
- Trustee Handbook

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

Minutes

Retreat and August Meeting of the Board of Trustees Montgomery Community College

Saturday, August 6, 2022

Call to Order

The annual retreat and August meeting of the Montgomery Community College Board of Trustees was held on Saturday, August 6, 2022 at 8:30 a.m. in the Blair Auditorium of Blair Hall. The meeting was called to order at 8:30 a.m. by Claudia Bulthuis, Chairman.

Present

Tawanda Bennett
Claudia Bulthuis
Gelynda Capel
Dr. Katie Dunlap
Susan Eggleston
Robert Harris

Kerry Hensley
Tim McAuley Sr.
Dr. Philip Jones
Gordon Knowles

Absent

Phil Absher
Bill Price

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

Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance and noted that the meeting was held as a committee of the whole.

Oath of Office for Robert Harris, Philip Jones, Gordon Knowles – Claudia Bulthuis

Mr. Harris, Mr. Jones, and Mr. Knowles took their oath of office as reappointed members of the Board of Trustees.

Prayer

Mrs. Bulthuis opened the meeting with prayer.

Roll Call

Roll Call was not necessary as no members attended remotely.

Election of Officers

Mr. Knowles made a motion, seconded by Mr. McAuley, to elect the 2022-2023 officers as Claudia Bulthuis, Chairman; Gordon Knowles, Vice-Chairman; Bill Price, Secretary; and Sandra Clyburn, Corresponding Secretary. The motion carried.

Approval of the Agenda and the June 8, 2022 Board Minutes – Appendix A – Action

Mr. Knowles, made a motion, seconded by Mr. McAuley, to approve the agenda for the August 6, 2022 meeting and the June 8, 2022 Board Meeting Minutes. 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.

Personnel Review – Dean Shatley

Dean Shatley of Campbell/Shatley Attorneys at Law shared a presentation with the Board of Trustees. The presentation focused on personnel issues faced by board members.

Trustee Handbook Review – Claudia Bulthuis

Mrs. Bulthuis presented the Trustee Handbook. She noted recent updates to the handbook.

2022-2023 Strategic Plan Update – Dr. Chad Bledsoe

Dr. Chad Bledsoe presented the Strategic Plan and reviewed progress in completing goals for the 2022-23 academic year.

Team Building Exercise – Claudia Bulthuis

The Trustees participated in a fun team building exercise that, assists with communication, brainstorming, collaboration, and working together as a team.

STANDING COMMITTEE REPORTS

The committees conducted business as a committee of the whole.

Budget and Finance Committee

May Financial Reports – Appendix B-1 (Action)

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

- As of May 31, 2022, County fund expenditures were \$708,685 or, 87% of the budget. All insurance is paid in June.
- As of May 31, 2022, there were \$443,391 available for Capital Expenditures.
- As of May 31, 2022, State funds expenditures were \$7,443,587 or, 78% of the budget. Dr. Bledsoe noted that we expect to spend all of state current expense budget except where funds are restricted and/or can be carried forward to the next fiscal year.
- As of May 31, 2022, the Institutional Fund balance was \$941,404.
- As of May 31, 2022, the balance in the STIF account was \$199,541.

June Financial Reports – Appendix B-2 (Action)

Dr. Bledsoe presented Appendix B-2, the June Financial Reports.

- As of June 30, 2022, County fund expenditures were \$816,000 or, 100% of the budget.
- As of June 30, 2022, there were \$455,404 available for Capital Expenditures.
- As of June 30, 2022, State funds expenditures were \$8,421,515 or, 93% of the budget.
- As of June 30, 2022, the Institutional Fund balance was \$936,639.
- As of June 30, 2022, the balance in the STIF account was \$199,644.

Mr. Knowles, made a motion, seconded by Mrs. Eggleston, to approve the May and June Financial Funds reports. The motion carried.

May Foundation Fund Statement – Appendix B-3

Dr. Bledsoe presented Appendix B-3, the May Foundation Fund Statement. As of May 31, 2022, the balance of Foundation Funds totaled \$4,279,578.94. This reflects a market change decrease of \$11, 643.42 for the month. There were also expenses from this account totaling \$58,278.96 for Spring Scholarships.

June Foundation Fund Statement – Appendix B-4

Dr. Bledsoe presented Appendix B-3, the June Foundation Fund Statement. As of June 30, 2022, the balance of Foundation Funds totaled \$4,075, 384.48. This reflects a market change decrease of \$219, 038.80 for the month. There were also expenses from this account totaling \$16,930.47 for Summer Scholarships.

Foundation Update

Dr. Bledsoe gave an update on the Foundation. The annual Fall Foundation Fundraiser and Raffle will be held on Friday, September 6, 2022 at the Troy Garner Center. The Foundation has started selling tickets.

Building and Grounds CommitteeFacilities/Construction Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the Facilities/Construction Report.

Personnel CommitteeNotice of Retirement – Appendix D-1

Dr. Bledsoe shared Appendix D-1 the notice of retirement for Margie Phillips, former Accounts Payable Specialist.

Personnel Announcements – Appendix D-3

Dr. Bledsoe shared Appendix D-3 Personnel Announcements

Supplemental Leave Requests (Action)

Dr. Bledsoe presented the Supplemental Leave Requests in accordance with Governor Cooper's Executive Order allowing leave for COVID 19 Boosters and a Day of Personal Observance.

Susan Eggleston, made a motion, seconded by Gelynda Capel, to approve the Supplemental Leave Requests. The motion carried, with 9 approved, 1 opposed.

Curriculum/Student Services CommitteeUpdate from Vice President of Instruction and Student Services – Appendix E-1

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

Spring 2022 Class Visitation Log Report – Appendix E-2

Dr. Bledsoe presented Appendix E-2, the Spring 2022 Class Visitation Log Report. In accordance with the College Internal Audit Plan, Policy 504, 50% of all off campus classes and 25 % of all on campus classes must be visited during each semester by a corresponding program Instructor.

Legislative/Public Relations CommitteeLegislative Updates

Dr. Bledsoe shared a Legislative Update. He shared that a copy of the 2022-2023 Budget Tracking sheet was included in the packet.

Marketing Update – Appendix F-1

Dr. Bledsoe shared Appendix F-1, the Marketing update. He stated there were several press pickups by the local newspaper; the Fall enrollment campaign is coming along well, the Annual Report is complete, also the Fall Trail Guide is complete.

Institutional Status Committee

No Updates.

SGA Report

Dr. Bledsoe shared that Reagan Hunsucker has been selected to serve as the next SGA President. The SGA Leadership team met during the summer for team building exercises. The SGA Ambassadors will participate in the August 11, 2022 for the Open house and Late registration event.

President's Report – Dr. Chad Bledsoe – Appendix H-1

Dr. Bledsoe reported on activities since the last meeting and upcoming activities as noted in Appendix H-1. In addition to his report, he discussed the following items:

- Dr. Bledsoe shared that he has attended several in person meetings at the state and local level.
- Dr. Bledsoe attended the Summer NCACCP meeting in Wilkesboro, NC.

Dr. Bledsoe reported that the college was recognized by Smart Asset as being ranked the number one community college in the US. He noted that a letter was received from Senator Thom Tillis recognizing the ranking.

Dr. Bledsoe shared an agenda for Quality Trails that will be held on August 10, 2022 and invited Trustees to attend.

Annual Report

Kelly Morgan presented the annual report which highlighted special articles from departments across campus.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix I-1

Mrs. Bulthuis presented Appendix I-1, the calendar of events. In addition to the calendar, she noted the following:

- Mrs. Bulthuis shared that the Scholarship Awards Ceremony will be held on August 30, 2022 at 5:30 p.m. in the Multi-Purpose Room.
- The NCACCT seminar will be held September 7-9, 2022 in Asheville, NC.
- The Foundation Fall Dinner and Raffle will be held at the Troy Garner Center on September 30, 2022 at 6:00 p.m.
- In September the Board will go back to Committee meetings starting at 5:30 p.m.

Mr. Knowles, made a motion, seconded by Mrs. Eggleston, to adjourn the August 6, 2022 Board meeting at 11:48 a.m. The motion carried.

Claudia Bulthuis, Chairman

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

Committee Members

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

Call to Order Kerry Hensley, Chairman

- July Financial Reports – **Appendix B-1 (Action)**..... Jeanette McBride
- Approval of 2-1, 2022-2023 State and Local Budgets – **Appendix B-2 (Action)**
..... Jeanette McBride
- July Foundation Fund Statements – **Appendix B-3** Korrie Ervin
- Grants Update – **Appendix B-4**..... Korrie Ervin
- Foundation Update..... Korrie Ervin

New Business Kerry Hensley, Chairman

Adjourn Kerry Hensley, Chairman

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

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	262,866	19,311	243,555	7%
Benefits	132,835	8,966	123,869	7%
Contracted Services	17,156	1,565	15,591	9%
Supplies & Materials	47,389	3,681	43,708	8%
Professional Development (Travel)	1,200	-	1,200	0%
Utilities	316,416	24,480	291,936	8%
1 Repairs & Maintenance	20,574	9,263	11,311	45%
Membership & Dues	2,713	-	2,713	0%
Insurance & Bonding	40,689	184	40,505	0%
Other Current Expenses	7,960	76	7,884	1%
Non-Capitalized Equipment	1,002	-	1,002	0%
Total Current Expense	850,800	67,526	783,274	8%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's June 2022 Report	991,829
Add: Prior FY Property Tax Allocations from County Report	450,020
Add: FY23 Property Tax Allocation from County Report	147
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,616,995
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades	(15,998)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 07/31/22	\$ 452,864

Montgomery Community College
State Funds - Board Report for July 2022

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time		358,058		
Salaries- Part Time		64,997		
Salaries- Full Time & Part Time		423,055		
Benefits		176,996		
Contracted Instruction		2,875		
Financial/Audit Services		593		
I.T. Contracted Services		-		
Other Contracted Services		-		
Contracted Services		3,468		
Supplies & Materials		4,884		
Professional Development & Travel		714		
Communications		600		
Equipment Repair		240		
Maintenance Agreements		803		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		1,043		
Advertising		8,838		
Credit Card Electronic Processing		1,000		
Short-term Workforce Dev. Grant		-		
Summer Accelerator Grant		-		
Longleaf Complete Grant		-		
Child Care Assistance Grant		-		
WCE GEER Scholarships		-		
Project Skill-Up-Student Assistance		-		
Other Current Expense		-		
Other Current Services		1,000		
Software License Renewal		9,557		
Other I.T. Rentals/ Leases		-		
IT Rentals/Leases/Licenses		9,557		
Insurance and Bonding		-		
Membership & Dues		-		
Minor Equipment		-		
Total Current Expense		630,153		

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

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Equipment		-		
Literacy & Basic Skills Equipment		-		
Perkins Equipment		-		
Books		-		
Equipment & Books		-		
Total Expenses		630,153		

Note: State budget has not been received as of July 31, 2022. Spending is in-line with July 2021 considering across-the-board salary increases.

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

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 07/31/2022
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	-	-	2,320
Overhead Receipts 75%	19,999	363	138	20,225
Current General & Miscellaneous	28,433	109	109	28,433
Administrative Support	73	29	(710)	812
Overhead Receipts 25%	13,450	121	-	13,571
Excess Fee Receipts	-	-	-	-
Textbook Rental	27,488	25	-	27,513
College Work Study	-	-	-	-
2 CARES Act-Institutional	-	-	6,639	(6,639)
Lost Revenue HEERF II	157,102	-	-	157,102
Total Institutional Support	244,643	647	6,176	239,114
Forestry Program	5,823	-	-	5,823
Specific Fees	117,243	7,739	3,842	121,141
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	-	14,228
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	1,312	-	89,659
3 Golden Leaf FY20	(36,091)	-	-	(36,091)
Total Curriculum Instruction & Fees	227,624	9,051	3,842	196,742
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	3,032	-	103,153
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	-	-	9,345
Specific Fees: Occupational Extension	118,139	2,780	-	120,919
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	-	60,625
4 DOL-AWESM Grant	(10,630)	5,331	5,331	(10,630)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
LSTA Grant	-	-	-	-
Total Cont Ed/Non-Curriculum Inst & Fees	279,451	29,144	5,331	303,264
5 NCWorks Grant Adult Services/Dislocated Worker	(28,945)	28,945	10,918	(10,918)
NCWorks Finish Line Grant	-	-	745	(745)
Total NC Works	(28,945)	28,945	11,663	(11,663)
Operational Funds	44,377	2,000	2,126	44,251
6 Sales Tax Utilization	(4,728)	-	15,998	(20,726)
6 Agricultural Expansion	(4,068)	-	-	(4,068)
Total Plant Operation & Maintenance	35,582	2,000	18,124	19,458
Vending	18,589	557	122	19,023
Bookstore Vending	66,089	-	-	66,089
General Store	1,338	-	-	1,338
Parking Fee	31,531	310	-	31,841
Student Government Association	47,960	2,099	116	49,943
Graduation Fund	2,007	115	-	2,122

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

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 07/31/2022
Student Ambassador	31,601	236	-	31,837
Club Accounts	54,323	-	-	54,323
7 Agency Fund	(13,445)	-	-	(13,445)
Funds for Others	3,751	-	-	3,751
Restricted Scholarships Held	5,000	-	-	5,000
Loan Funds Held & Dist	12,240	-	-	12,240
Total Proprietary/Other	260,984	3,317	238	264,062
GEER Scholarship	161	-	-	161
FSEOG	200	-	-	200
8 Pell Grant	(9,919)	(156)	(156)	(9,919)
Education Lottery Scholarship	-	-	-	-
Golden LEAF	-	-	-	-
9 NC Community College Grant	(225)	-	-	(225)
High Demand/Low Enrollment	-	-	-	-
MCC Foundation Scholarship	(12,223)	12,223	-	-
Wells Fargo Scholarship	-	-	-	-
Less Than Half-time	-	-	-	-
SGA President Scholarship	-	-	-	-
SECU Scholarships	-	-	-	-
LongLeaf Commitment Grant	224	-	-	224
NCSEAA FELPS Sch	-	-	-	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(21,781)	12,067	(156)	(9,559)
6 Capital Projects- Sales Tax Utilization/Ag Expansion	(28,444)	-	-	(28,444)
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Metal Finishing Lab	56,609	-	-	56,609
3 Golden LEAF-FY2020-085	(38,241)	-	-	(38,241)
Total Capital Assets	(10,076)	-	-	(10,076)
Total Institutional Funds: First Bank	987,481	85,170	45,218	991,342
STIF Account as of 07/31/22		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		34	45,180	45,215
Self Supporting- Continuing Education		8	10,922	10,930
Technology Fees		61	80,218	80,279
Bookstore		48	63,324	63,372
Total Institutional Funds: State Treasury		152	199,644	199,796

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

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2022-23 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Montgomery CC
Institution Number: 854

	1		2		3		4
	State Budget		County Budget		Institutional Budget		Total Budget
Summary of Revenues (excluding capital improvement projects)							
State*	\$ 8,318,021						\$ 8,318,021
County Funds		\$	850,800			\$	850,800
Institutional Funds				\$	1,734,765	\$	1,734,765
Operating Revenue Subtotal	\$ 8,318,021	\$	850,800	\$	1,734,765	\$	10,903,586
Fund Balance Appropriated		\$	-	\$	-	\$	-
Total Funds Available	\$ 8,318,021	\$	850,800	\$	1,734,765	\$	10,903,586
Summary of Expenditures (excluding capital improvement projects)							
1XX Institutional Support	\$ 1,898,749	\$	63,677	\$	26,954	\$	1,989,380
2XX Curriculum Instruction	\$ 3,535,504	\$	-	\$	85,114	\$	3,620,618
3XX Continuing Education	\$ 986,908	\$	-	\$	71,400	\$	1,058,308
4XX Academic Support	\$ 656,646	\$	-	\$	-	\$	656,646
5XX Student Support	\$ 884,578	\$	-	\$	171,015	\$	1,055,593
6XX Plant Operations & Maint.	\$ -	\$	787,123	\$	-	\$	787,123
7XX Proprietary/Other	\$ -	\$	-	\$	52,191	\$	52,191
8XX Student Aid	\$ -	\$	-	\$	1,328,091	\$	1,328,091
9XX Capital Outlay (excluding capital improvements)	\$ 355,636	\$	-	\$	-	\$	355,636
Total Budgeted Expenditures	\$ 8,318,021	\$	850,800	\$	1,734,765	\$	10,903,586
Net (Est. Revenues - Expenditures)	\$ -	\$	-	\$	-	\$	-

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

Montgomery Community College Foundation

Funds Statement FY 2022-2023

Appendix B-3

Fiscal Year To Date 7/1/2022 thru 6/30/2023

	Wells Fargo	STIF	First Bank	Total
--	-------------	------	------------	-------

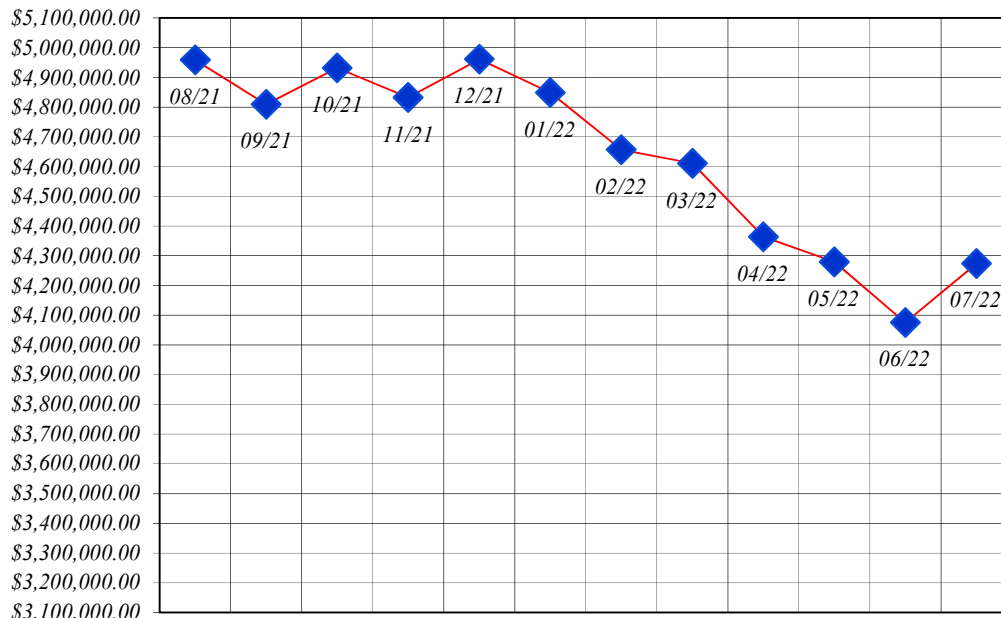
Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
Receipts				
Interest/Dividends	\$3,786.87	\$221.73	\$1.96	\$4,010.56
Deposits	\$1,360.00	\$17,987.88	\$3,491.42	\$22,839.30
Total Receipts	\$5,146.87	\$18,209.61	\$3,493.38	\$26,849.86
Disbursements				
Fees/Withdrawals	\$4,320.20	\$9,207.73	\$19,847.88	\$33,375.81
Total Disbursements	\$4,320.20	\$9,207.73	\$19,847.88	\$33,375.81
Market Value Net Change	\$205,342.45	\$0.00	\$0.00	\$205,342.45
Ending Value	\$3,866,655.76	\$294,839.48	\$112,705.74	\$4,274,200.98
Net Change	\$206,169.12	\$9,001.88	(\$16,354.50)	\$198,816.50

Month of July 2023

	Wells Fargo	STIF	First Bank	Total
--	-------------	------	------------	-------

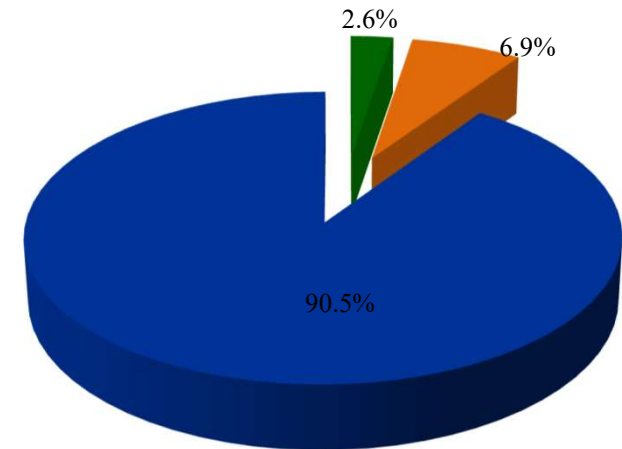
Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
Receipts				
Interest/Dividends	\$3,786.87	\$221.73	\$1.96	\$4,010.56
Deposits	\$1,360.00	\$17,987.88	\$3,491.42	\$22,839.30
Total Receipts	\$5,146.87	\$18,209.61	\$3,493.38	\$26,849.86
Disbursements				
Fees/Withdrawals	\$4,320.20	\$9,207.73	\$19,847.88	\$33,375.81
Total Disbursements	\$4,320.20	\$9,207.73	\$19,847.88	\$33,375.81
Market Value Net Change	\$205,342.45	\$0.00	\$0.00	\$205,342.45
Ending Value	\$3,866,655.76	\$294,839.48	\$112,705.74	\$4,274,200.98
Net Change	\$206,169.12	\$9,001.88	(\$16,354.50)	\$198,816.50

Foundation Funds Value



August 2021 - July 2022

Foundation Funds Distribution



■ First Bank ■ STIF ■ Wells Fargo

Grants Applied or in Process 2022					
CSX - Transportation	CSX - Pride in Service Grant	Funding to supporting the Continuing Education Health and Public Safety - Fire Training Center. Purchasing 20 and 40 foot ConEx metal storage containers for training props.	1 Year	\$25,000	Submitted April 14, 2022
People Helping People (REMC)	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted May 24, 2022 Approved, July 2022
Farm Credit Carolina	Agriculture Rescue Program	Funds received will be used to establish an agriculture rescue program to prepare local fire, EMS, and rescue organizations to handle emergencies common to farming and farm implaments.	1 Year	\$5,000	Submitted April 14, 2022
Montgomery Fund	Fire/Rescue Expo Assistance	Funds will be used to purchase promotional items for registered exp participants.	1 Year	\$3,500	Submitted April 17, 2022 Denied
NC State University	North Carolina Agricultural Education Student Beekeeping Grant	Grant funding is available in each North Carolina County for FFA Chapters serving high school students to create and continue beekeeping programs.	3 Year	\$1,500	Submitted April 7, 2022 Approved June 2022
Grants Awarded 2021 - 2022					
Wal-Mart	Wal-Mart Local Community Grant	Funds will be used purchase "live burn" propane props to train firefighters using propane simulations.	1 Year	Requested \$5,000 Awarded \$2,000	Submitted April 15, 2022 Awarded April 21, 2022
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted November, 2021 (March 2022 award letter from NRA- W received)

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

Committee Members

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

Call to orderGordon Knowles, Chairman

- Facilities Report – **Appendix C-1** Jeanette McBride
- Construction Update – **Appendix C-2** Dr. Chad Bledsoe

New BusinessGordon Knowles, Chairman

AdjournGordon Knowles, Chairman

Montgomery Community College Facilities and Construction Update September 2022

Construction

- **Blair Hall (100) Renovation, HVAC and Roof Replacement**
 1st phase for roof replacement – The roofing project has been completed.
 2nd phase (building renovations and HVAC upgrades) Most of the renovations have been completed. All restrooms have been completed pending final inspection by architect and administration (MCC). The project did not pass the first state inspection. Contractors are working on correcting issues noted during inspection.
 - Budget: (NC Bond) \$3,895,000 (Golden Leaf) \$150,000
 - Disbursed to Date: (NC Bond) \$3,519,249 (Golden Leaf) \$150,000

- **Metal Finishing Room (Gunsmithing)**
 New exhaust hoods have been installed and the fire suppression systems are currently being installed.

Facilities

- **Buildings**
 - New HVAC controls are being installed in Building 300 and 600. The new controls will be tied into our existing Building Automation System.
 - Campus wide burglar and fire alarm systems received a minor upgrade to bring them up to code.
 - Renovations in classroom 267 and the Boardroom in Capel Hall have started.
 - Renovations will include; new lighting, flooring, ceiling grid, electrical, and painting.
 - The floors in Building 600 had VCT flooring removed and the concrete polished.



- **Grounds**

- Sidewalk repairs and additions have been completed on campus. A new 9' x 130' sidewalk was poured behind Capel Hall, additional sidewalks were poured around the sports court to connect the walk ways, sections of the ramp near the Taxidermy Department were demolished and poured, sections of sidewalks between Blair and Capel Hall were demolished and poured, and 30+ high spots were grinded down flat. This eliminated many trip and fall hazards on our campus grounds.



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

Committee Members

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

Call to OrderGelynda Capel, Chairman

- Personnel Separations **Appendix D-1** Dr. Chad Bledsoe
- Personnel Appointments **Appendix D-2** Dr. Chad Bledsoe
- New Position - Instructor and Assistant to the Director of College and Career Readiness
Appendix D-3 (Action)..... Dr. Chad Bledsoe

New BusinessGelynda Capel, Chairman

AdjournGelynda Capel, Chairman

Montgomery Community College
Employee Separations
July 2022

Medical Assistant Department Chair – On July 18, 2022, **Whitney Clark**, separated from employment with Montgomery Community College. **Whitney** had been employed from 8/10/21 to 7/18/22.

Medical Assistant Department Chair functions as the Pracicum Coordinator for the Medical Assisting program. This position works in cooperation with the Dean of Health and Human Services on the leadership and day-to-day functioning of the program(s) or assigned area(s) to attain the goal of providing quality educational experiences to students. The position provides quality learning experiences, facilitates the learning process, advises students, seeks professional development opportunities, contributes to the development of curriculum courses/programs and interacts with the community/industry members.

Registrar – On July 15, 2022, **Tamika Jones**, separated from employment with Montgomery Community College. **Tamika** had been employed from 9/1/21 to 7/15/22.

The College Registrar supervises the planning, implementation and evaluation of registration, student records, graduation, academic regulatory compliance, and research for curriculum and continuing education students at the College.

Distance Learning Coordinator – On July 29, 2022, **Mallory Smith**, separated from full-time employment with Montgomery Community College. **Mallory** had been employed from 10/18/19 to 7/31/22. She will serve in a part-time role beginning August 1st to assist with the transition of her replacement as we begin the employment search.

The Distance Learning Coordinator supports the implementation, development, integration and ongoing operation of the college's Learning Management System (Blackboard). Under limited supervision, the Distance Learning Coordinator will provide support to Blackboard users and administer the Blackboard (Bb) learning management system. Additionally, the position will provide training to staff and faculty on the use of the college's LMS, as well as other topics related to teaching online. This position will provide technical support to students and supervise a computer lab available for student use and academic testing.

**Montgomery Community College
Employee Appointments
August 2022**



Director of Institutional Effectiveness – On August 8, 2022, **Hunter Smith** joined the college as the **Director of Institutional Effectiveness**. He holds a Bachelor’s degree in Sociology from UNC-Pembroke, Master’s degree in Educational Leadership from Northern Arizona University, and is currently pursuing his Doctorate degree from Liberty University in Higher Education Administration. He previously worked for Central Piedmont Community College as the Director of Financial Services Institute, Richmond Community College as the College and Career Readiness Coordinator/Chief Examiner and Fidelity Bank as the Office Manager. Office #201, 910-898-9605 (ext. 605), smithh6902@montgomery.edu



English Instructor - On August 10, 2022, **Janie Bryan** joined the college as an **English Instructor** for the Arts & Sciences department. She holds a Bachelor’s degree in English from UNC-G and a Master’s degree in English from East Carolina University. She has worked as an Adjunct English instructor since 2017 with Guilford Tech Community College, Randolph Community College and Bladen Community College. Office #121H Blair Hall, 910-898-9717 (ext.717), bryanj6925@montgomery.edu



Automotive Instructor - On August 10, 2022, **Taylor Wolfe** joined the college as the **Automotive Instructor**. He holds an Associate’s degree in Automotive Systems Technology from Central Piedmont Community College. He has previously worked in the automotive industry as a Lead Technician, Line Technician, Diesel Technician, Service Technician and Lube Manager. He has over 10 years of experience in the field. Office # 1633-CTE, 1-910-556-5400 (ext.1224), wolfet6436@montgomery.edu



Medical Office Administration Instructor - On August 10, 2022, **Ashleigh Thompson** was hired as the **Medical Office Administration Instructor**. She holds an Associate’s degree in Medical Office Administration from Sandhills Community College and is currently working on her Bachelor’s degree in Public Administration from UNC- Pembroke. Prior to her promotion, Ashleigh served as the Data Entry Clerk in Student Services with MCC from July 2021 to August 2022. Ashleigh also worked for First Health of the Carolinas as a Medical Office Assistant and Aging Outreach Services as a Recruitment Assistant. Office #163A, 910-898-9708, (ext. 708), thompsona6316@montgomery.edu



Department Chair, Medical Assisting and Phlebotomy – On August 1, 2022, **Amanda Beaman** was hired as the **Department Chair, Medical Assisting and Phlebotomy**. She holds an Associate’s degree in Medical Assisting from MCC. Prior to her promotion, she served with MCC as the Department Chair of Medical Office Administration and Phlebotomy. Previously she was a full-time instructor in medical Assisting before she took on the Department Chair of Medical Office

Administration and Phlebotomy.

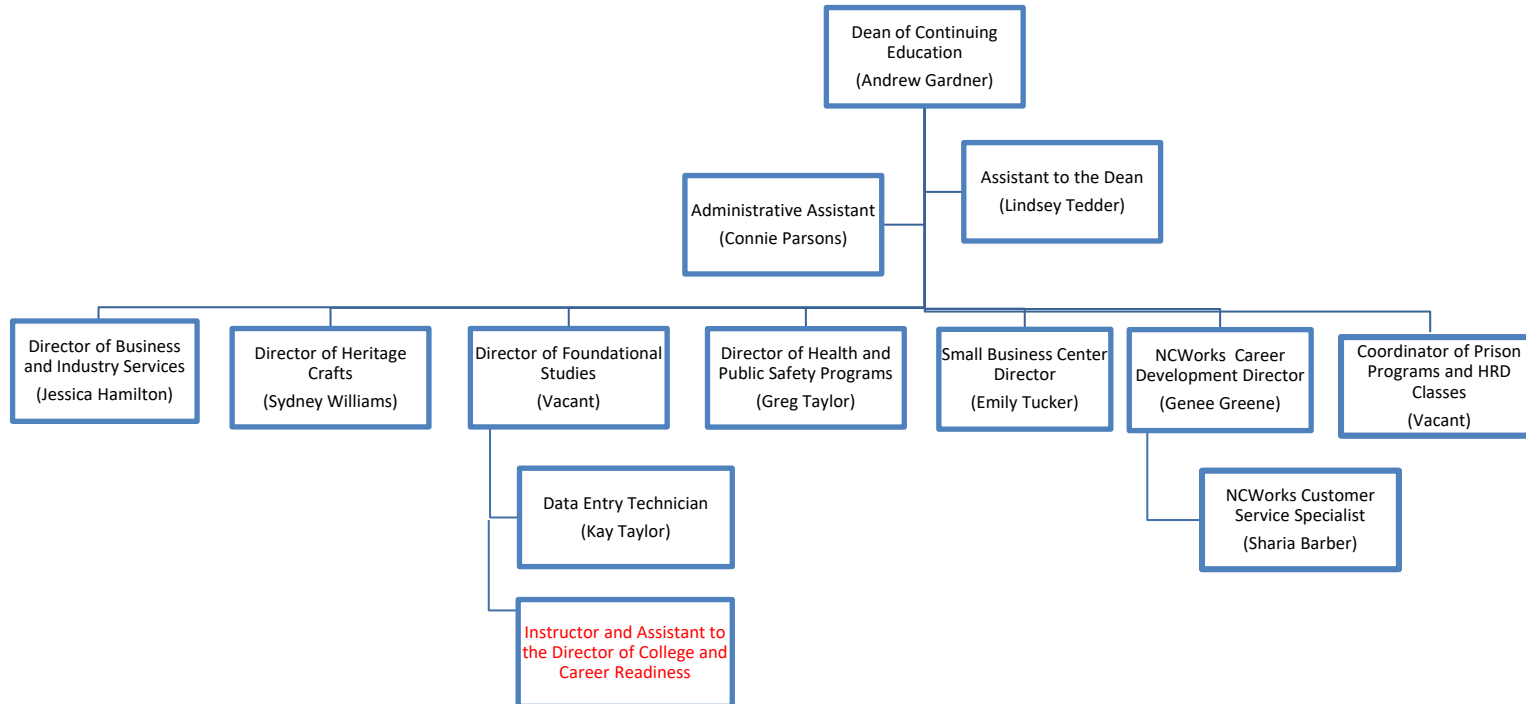
Office #163-C, 910-898-9707 (ext. 707), beamana5352@montgomery.edu


**Montgomery Community College
Employee Appointments
July 2022**



Dean of Learning Resources – On July 1, 2022, **Touger Vang** was promoted to **Dean of Learning Resources**. Touger is a graduate of UNC-Greensboro. He holds a bachelor’s degree in Business Administration and a master’s degree in Library & Information Studies. Prior to his promotion, Touger served as the Director of Learning Resources & Professional Development with MCC from October 2019 to June 2022. He also worked as the Librarian Manager with Catawba County Library System from October 2017 – August 2018, Librarian II with Yolo County Library from January 2015 to October 2017, and as a Graduate Assistant with UNC-G from March 2011 to January 2015. Office #258, 910-898-9651 (ext. 651), vangt6898@montgomery.edu

Instruction/SS (Continuing Education)



	Title: Instructor and Assistant to the Director of College and Career Readiness	
	Department: Continuing Education	
	Date: August 4, 2022	FLSA: Non-Exempt
	Revision Date: August 4, 2022	Job Rank:
Job Description	Page 1	

1.0 Reports To: Director of College and Career Readiness

2.0 Supervises: None

3.0 Position Description:

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

4.0 Minimum Qualifications and Degree Requirements:

Associate Degree from an accredited college or university required in a related educational field. A minimum of 5 years teaching experience at the Community College level and a minimum of 2-4 years' experience working in an office environment. Strong computer application and keyboarding skills are required. Colleague and/or LEIS experience preferred.

5.0 Essential Responsibilities:

- Teach courses in HRD, Basic Skills, and other adult literacy courses.
- Prepare reports for the Director of College and Career Readiness.
- Provide information to the public, students, instructors, and staff regarding all College and Career Readiness programs.
- Complete the registration of students.
- Enter student data from class reports into the database accurately and efficiently.
- Analyze data or information to conduct placement of students.
- Maintain student records and provide faculty with documentation on incoming students' results.
- Maintain, inventory, and dispense the various College and Career Readiness materials and office forms
- Use word processing, spreadsheet, and/or desktop publishing software
- Learn to operate new office technologies as they are developed and implemented.
- Carry out other duties as assigned.

6.0 Difficulty of Work:

Management, organizational, and detailed follow-up skills are critical to this position. Work requires this person to coordinate numerous tasks at one time and provide necessary student support.

7.0 Equal Opportunity Employer Statement:

Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

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

Committee Members

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

Call to Order Bill Price, Chairman

- Update from Instruction/Student Services – **Appendix E-1** Lee Proctor
- 2022 Summer Class Visitation Report – **Appendix E-2** Lee Proctor

New Business Bill Price, Chairman

Adjourn Bill Price, Chairman

Board Report Instruction and Student Services September 2022

Instruction

Time to put your traveling shoes back on! The College trip for 2023 will be to London, Paris, Florence, and Rome. Planned departure for the 10-day trip is May 16, 2023. The trip is being coordinated by Diana Sanchez sanchezd6577@montgomery.edu and you can find more information at:

<https://www.efcollegestudytours.com/professors-trip/2559252XD>

Health and Human Services

The Board of Nursing completed the College's reaccreditation visit on August 25, 2022 and pending final review from the board, the College has been reaccredited for another 10 years. The addition of the "bridge program" for LPN to ADN was approved as well. The Human Services Club has been awarded a \$2,000 grant from Randolph Electrical Membership for the annual MLK food drive event. In addition, the MCC Foundation awarded an additional \$1,000 for the project.

Career and Technical Education

The 2022-2023 BLET class is scheduled to begin on September 7, 2022 with 9 students currently enrolled. Pete Herron will leave the position of Director of BLET effective the end of August and Jeff Dorsett will move from Qualified Assistant to the Director's position. Bryan Moore will serve as the Qualified Assistant. The CTE faculty had training with the SkillsUSA state representative in August. The plan is to add additional programs this year.

Arts and Sciences

Fall classes are off to a strong start with many of the General Education classes being at or near capacity. The classes continue to be offered in a "blended" format to allow for students who must miss for COVID and other illnesses to continue to work online when absent. Work continues on the QEP project data collection on onboarding processes and with the next phase with the Development Team.

Student Services

Admission and Retention

The combined Open House and late registration events on August 11, 2022 registered over 50 new students and provided campus tours to 25 people. The CCP Orientation was held on August 18, 2022 with a large number of CCP students taking the opportunity to pick up their books, get orientation to signing on to Blackboard and email, and get their student ID made. Staff continues to participate in community events including the Troy Town Stage.

Counseling

The staff provided Self-Service and Aviso Training during Quality Trail as well as a more intensive AVISO training with academic departments. In addition, accommodation training was provided to academic areas.

Continuing Education

Business & Industry Services

Business & Industry Services staff, led by Jessica Hamilton, provided health and safety training for Longworth Industries in Candor at no cost to the employer. This opportunity was made available through the Customized Training program. Registration for Leadership Montgomery has commenced. Eight community leaders registered within the first week.

College and Career Readiness (CCR)

On August 25 - 26, 2022 staff completed intense integrated English literacy and civics education (IELCE) and integrated education and training (IET) training at Johnston Community College. The program provides education services for English language learners, including professionals with degrees and credentials from their native country. The programs include instruction in literacy and English language acquisition and the rights and responsibilities of citizenship and civic participation and workforce training.

Health & Public Safety

Based on feedback from local public safety officials a new water rescue training program was established. Training will take place September 26-30, 2022.

Heritage Crafts

Heritage Crafts Program enrolled 67 students into the pottery program this fall. The pottery program continues to grow! MCC beekeeping instructor Shirley Harris has been named the new regional state bee inspector!

NCWorks

NCWorks staff, led by Genne Green, enrolled 15 Montgomery Community College students into the Workforce Innovation and Opportunity Act (WIOA). WIOA participants are receiving financial assistance and mentorship by enrolling in the program. Program enrollment includes: Practical Nursing- 3, Associate Degree Nursing - 2, Medical Assisting- 2, Dental Assisting- 1, Automotive- 1, and Phlebotomy- 6.

Small Business Center (SBC)

The Small Business Center (SBC) Director, Emily Tucker, continues to be on location in Mount Gilead every third Thursday. Being present at various locations in Montgomery County has allowed the SBC to become more accessible to the community.



MONTGOMERY COMMUNITY COLLEGE

MEMO TO: Chad Bledsoe Ph.D., President

FROM: Andrew Gardner, Dean of Continuing Education

REGARDING: Summer 2022 Class Visitation Log Report

DATE: September 1, 2022

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

During the Summer 2022 semester, the Continuing Education Department through its Basic Skills, Customized Training, and Occupational Extension program, offered **76** courses on campus and **33** courses at off campus distant learning venues for a total of 109 courses. Of the 76 courses offered on campus, 28 required verification. Of the 33 courses offered off campus, 12 required verification. Please see enclosed chart for further information.



MONTGOMERY COMMUNITY COLLEGE

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR

ON CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE
				25% required
Gardner, Andrew	-	-	-	-
Hamilton, Jessica	14	6	5	83%
James, Ronald	10	5	4	80%
Taylor, Greg	34	7	2	29%
Williams, Alex	9	4	4	100%
Williams, Sydney	9	6	6	100%
TOTALS	76	28	21	75%

OFF CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE
				50% required
Gardner, Andrew	7	7	4	57%
Hamilton, Jessica	2	-	-	-
James, Ronald	3	2	2	100%
Taylor, Greg	20	3	2	67%
Williams, Alex	-	-	-	-
Williams, Sydney	1	-	-	-
TOTALS	33	12	8	67%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN

OFF CAMPUS				
DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE
				10% required
Gardner, Andrew	30	12	5	42%

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

Committee Members

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

Call to OrderKatie Dunlap, Chairman

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

New BusinessKatie Dunlap, Chairman

AdjournKatie Dunlap, Chairman

Board Report - Marketing Update – September, 2022 Meeting

Foundational Initiatives (new tools and resources needed for success)

- Fall enrollment campaign complete
- Annual Report complete, plans underway for distribution

Promotional Activities (events and advertising purchased)

- Baby Scholarship Ad (8/31, 9/7, 9/14)



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

- Carolina All-Out Partnership
- Russell Fuller Story
- Reagan Hunsucker Story
- Everything Rolled Story
- Culinary Camp



Press Pickups

- Carolina All-Out Partnership
- Reagan Hunsucker Story
- Everything Rolled Story
- Culinary Camp

Social Media Statistics (Facebook)

2021-2022	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Reactions	941	1011	567	248	856	864	644	1,974	1,211	717	1,126	
Comments/ Shares	187	204	102	161	255	173	305	727	510	326	195	
Reached	10,312	11,417	6,350	12,948	14,334	14,102	9,081	18,854	14,451	13,380	14,191	
Engaged	2,252	2,056	2,188	1,827	3,025	3,685	2,972	11,153	8,506	4,458	6,092	
New Followers	25	42	14	49	32	30	25	70	9	42	54	
Total Followers			3,198	3,249	3,277	3,306	3,320	3,377	3,386	3,428	3,477	

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

Committee Members

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

No Business for the Committee.

Student Government Association

The SGA, along with the Student Services staff, sponsored the Montgomery Community College Welcome Week activities, August 16- 26, 2022. The activities included:

- Orientation Events
- Welcome Table to help direct students to their classes.
- Start of classes “Snack Attack”
- Food Truck Frenzy
- Welcome Week T-Shirts.
- Scavenger Hunt on Friday

A great time was had by all. The SGA along with the Ambassadors participated in welcome back activities at both the Early College and the Montgomery County Schools, Back to School events.

**President's Report
September 14, 2022**

Activities since the August Board Meeting

8/09/22	VP Meeting
8/10/22	Quality Trails
8/10/22	Foundation Board Meeting
8/11/22	Salary Plan Discussion
8/11/22	Troy Rotary Meeting
8/12/22	Executive Steering Committee
8/16/22	Cabinet Meeting
8/18/22	Campus Safety Meeting
8/23/22	SACSCOC Steering Committee
8/24/22	MMH Board of Advisors Quarterly Meeting
8/26/22	CIS Board Meeting
8/29/22	President Singler CTE Campus Tour
8/30/22	Cabinet Meeting
8/31/22	SBC Advisory Board Meeting

Upcoming Activities

9/2/22	MOU Contract Signing Mohawk
9/6/22	VP Meeting
9/6/22	BrightDot Meeting
9/7-9/22	NCACCT Leadership Seminar
9/13/22	Cabinet Meeting
9/15/22	MCC Employee Meeting

Board of Trustees Information

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



Blaze Your Trail

Board of Trustees Calendar of Events

2022-2023

September 14, 2022	5:30 p.m.	Committee/Board Meeting
September 30, 2022	6:00 p.m.	Foundation Dinner and Raffle (Gardner Center)
October 12, 2022	5:30 p.m.	Committee/Board Meeting
November 9, 2022	11:30 a.m.	Foundation Board Meeting
November 9, 2022	5:30p.m.	Committee/Board Meeting
November 4, 2022		Shooting Clays Tournament (Dewitt's in Ellerbe, NC)
November 11, 2022		Veterans Day Ceremony - MCC Flagpole
December, 2022		No Board Meeting
December 16, 2022	6:00 p.m.	Board Christmas Dinner
January 11, 2023	5:30 p.m.	Committee/Board Meeting
February 8, 2023	11:30 a.m.	Foundation Board Meeting
February 8, 2023	5:30 p.m.	Committee/Board Meeting
March 8, 2023	5:30 p.m.	Committee/Board Meeting
April 12, 2023	5:30 p.m.	Committee/Board Meeting
May 10, 2023	11:30 a.m.	Foundation Board Meeting
May 10, 2023	5:30 p.m.	Board Meeting
May 10, 2023	7:00 p.m.	Graduation
June 14, 2023	5:30 p.m.	Committee/Board Meeting
July, 2023		No Board Meeting