

Montgomery Community College
Board of Trustees
August 12, 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: 927 6082 8424

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

<https://zoom.us/j/92760828424>

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, August 12, 2020 at 7:00 p.m. The Board will meet as a committee of the whole.

Call to Order Claudia Bulthuis, Chairman

Prayer Claudia Bulthuis

Roll Call Courtney Atkins

Welcome and Announcements Claudia Bulthuis

Approval of the Agenda and the June 2020 Board Minutes – (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.

Election of Officers Claudia Bulthuis

Standing Committees

Budget & Finance Committee

- June and July Financial Reports – **Appendix B-1 (Action)**
- June Foundation Fund Statement – **Appendix B-2**

Building & Grounds Committee

- Facilities Report – **Appendix C-1**
- Construction Update – **Appendix C-2**
- Building 500 Renovations – **Appendix C-3 (Action)**
- Building 300 HVAC – **Appendix C-4 (Action)**
- Building 100 HVAC – **Appendix C-5 (Action)**

Personnel Committee

- Personnel Appointments
 - English Instructor– **Appendix D-1**
 - English Instructor – **Appendix D-2**
 - Nursing Instructor – **Appendix D-3**
 - Nursing Instructor – **Appendix D-4**
 - Sustainable Agriculture Instructor – **Appendix D-5**

- NCWorks Career Center Director – **Appendix D-6**
- Notice of Resignation
 - NCWorks Career Center Director – **Appendix D-7**
 - Controller – **Appendix D-8**
 - Coordinator of Prison Programs – **Appendix D-9**

Curriculum/Student Services Committee

- Update from Vice President of Instruction – **Appendix E-1**
 - Continuing Education – **Appendix E-2**
 - 2019-2020 Class Visitation Report – **Appendix E-3**
- Update from Vice President of Student Services – **Appendix E-4**
- Student Fee Chart – **Appendix E-5 (Action)**

Legislative/Public Relations Committee

- Legislative Updates
 - CC20-053 – Memo of Emergency Leave Provision #6 – **Appendix F-1**
 - CC20-046 – Fiscal Year 2020-2021 Budget Management – **Appendix F-2**
- Marketing Update – **Appendix F-3**

Institutional Status Committee

- Update to Board Policies – **Appendix G-1 (Action)**
 - Policy 3.3.3, Code of Employee Conduct
 - Policy 3.3.7, Discrimination and Harassment
 - Policy 5.3.4, Discrimination and Harassment

SGA Report – Appendix H

President’s Report

- Activities Since Previous Board Meeting – **Appendix I**
 - **COVID-19 Update for the Fall Semester**

Chairman’s Report

- Trustee Handbook
- Recognitions – Dr. McKinnon
- Calendar of Events – **Appendix J**
- **There will be a called meeting for the Presidential Evaluation held on Wednesday, August 19, 2020 at 7:00 p.m. in the Multi-Purpose Room. (Masks are required for the duration of the meeting)**
- **Adjourn – (Action)**Claudia Bulhuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, June 10, 2020

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held telephonically on Wednesday, June 10, 2020 and was called to order at 7:02 p.m. by Claudia Bulthuis, Chairman with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Dr. Katie Dunlap
George Gilbreath

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

Absent

Robert Harris
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; Kelly Morgan, Director of Marketing, Communications and Public Relations; Carol Holton, Directors of Institutional Effectiveness/SACSCOC; Korrie Ervin, Director of Resource Development; Stephanie Weishner, Dean of Technology and Learning Resources and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including Kelly Morgan, Director of Marketing, Communications and Public Relations and Stephanie Weishner, Dean of Learning Resources and Technology.

Approval of the Agenda - Action

Ms. Hensley made a motion, seconded by Mrs. Capel, to approve the agenda for the June 10, 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.

Mrs. Bulthuis opened the meeting with prayer.

Approval of April and May Board Meeting Minutes– Appendix A

Dr. Dunlap made a motion, seconded by Mrs. Hershberger, to approve the April and May Board Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

The committees conducted their 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, 2020, County fund expenditures were \$657,087 or, 84% of the budget. It is expected that the budget will be expended by the year end. The County is expected to set the budget for the next fiscal year at the same amount as this fiscal year.
- As of May 31, 2020, there were \$372,955 available for Capital Expenditures.
- As of May 31, 2020, State funds expenditures were \$7,067,408 or, 87% of the budget. It is expected that the budget will be expended by the year end.
- As of May 31, 2020, the Institutional Fund balance was \$654,084.
- As of May 31, 2020, the balance in the STIF account was \$198,153.

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

Perkins Funds Allocation – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the Perkins Funds Allocation. Dr. Bledsoe reported that the college has received an estimated allocation of \$56,958.85 in federal funds to support technical and vocational programs.

April Foundation Fund Statement – Appendix B-3

Dr. Bledsoe presented Appendix B-3, the April Foundation Fund Statement. As of April 30, 2020, the balance of Foundation Funds totaled \$3,736,616.30. The market value increased by \$218,291.28.

Grants Update – Appendix B-4

Dr. Bledsoe gave the Grants Update as presented in Appendix B-4. The College has applied for the Sharing Success Community Grant to install sanitary water bottle filling stations on campus. The College was awarded the Golden LEAF grant for the expansion of the Sustainable Agriculture Program totaling \$375,000. The College did not receive the Golden LEAF grant to support the Barber School program, but other options will be explored.

CARES Act Funding

Dr. Bledsoe shared information on the CARES Act. This is federal funding from the CARES Act totaling \$500,000 to support Community Colleges during COVID-19.

Building and Grounds Committee

Facilities Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the facilities report. The renovations of Blair Hall are near completion. Restroom renovations are continuing with tile and fixtures being installed. New windows have been installed in the front of the new Student Services area. The maintenance crew is continuing on a modified schedule due to the COVID-19 mandates. Members of the maintenance staff are rotating days and times to limit contact on campus. The grounds are being maintained as well as disinfecting entrances, restrooms and classrooms.

Construction Update – Appendix C-2

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. Dr. Bledsoe shared that first and second hall ceilings and lighting have been reinstalled with painting and cover bases 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 second hall are heading towards completion. Restrooms are having tile and fixtures installed. Office and classroom areas are in the completion 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.

The College has received confirmation from the System Office that the Capel Hall HVAC Replacement, Blair Hall, Third Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations and the Industrial Maintenance Building projects were confirmed to be closed out.

Dr. Bledsoe also reported that HM Kern is being fined \$500.00 per day for failing to complete the project in the original time allotted.

Dr. Bledsoe will be sharing concept designs for the archway with Trustees in an email after this meeting.

Access Road Bid Revision of Parking Lot Construction – Appendix C-3 (Action)

Dr. Bledsoe presented Appendix C-3, the Access Road Bid Revision of Parking Lot Construction. At 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. The College requested 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. The College is allowed to use these funds for parking lot renovations.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Access Road Bid Revisions with Funding from the Parking Fee from Institutional Funds. The motion carried.

Personnel Committee

Personnel Appointments – Appendices D-1, D-2 and D-3

Dr. Bledsoe presented Appendices D-1, D-2 and D-3, the personnel appointments of Kelly Morgan, Director of Marketing, Communications and Public Relations; Michael Holder, Welding Instructor and Stephanie Weishner, Dean of Technology and Learning Resources.

2020-2021 Contract Renewals – Appendix D-4 (Action)

Dr. Bledsoe presented Appendix D-4, the 2020-2021 Contract Renewals. There were two non-renewals for the English instructor and Sustainable Agriculture instructor positions. It was noted that there needed to be a strikethrough to remove “pending board approval” on Mr. Proctor’s memo.

Mr. Knowles made a motion, seconded by Mr. Price, to accept the 2020-2021 amended Contract Renewals as information. The motion carried.

Blanket Travel Authorization – Appendix D-5 (Action)

Dr. Bledsoe presented Appendix D-5, the Blanket Travel Authorization form for the 2020-2021 fiscal year.

Dr. Dunlap made a motion, seconded by Mr. Knowles, to approve the Blanket Travel Authorization form for Dr. Bledsoe. The motion carried.

MCC Organizational Chart – Appendix D-6 (Action)

Dr. Bledsoe presented Appendix D-6, the MCC Organizational Chart. He noted that Mark Dye, Director of Gunsmithing will be the designated employee to oversee Metal Engraving. Crystal Thomas is now listed under Continuing Education as the HRD Classes/Prison Coordinator. Marsha Mabry will now be listed under Instruction in the Arts and Sciences department as Computer Information Technology Department Chair.

Mrs. Capel made a motion, seconded by Mr. Price, to approve the MCC Organizational Chart. The motion carried.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix E-1

Dr. Bledsoe presented Appendix E-1, the update on Instructional Activities.

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 working to complete machining projects that will allow them to continue on to the next level. Faculty have been offering two 6-hour blocks 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.

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 Building and Electrical Systems is working on moving there now. 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 in individual time slots. All 59 seniors met their high school graduation requirements; however, 14 have decided to stay for the fifth year to complete additional college requirements. The College has awarded 38 Associate Degrees to this class and three additional students will graduate when they complete their incomplete assignments. In addition, 12 students 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 an Associate Degree and one at West. The first Sustainable Agriculture Certificate was awarded this spring in addition to a number of other CTE Certificates.

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 South Piedmont Community College, Continuing Education will be 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 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. They are continuing to reach out to all Montgomery County employers to offer information and assistance during these challenging times.

The Small Business Center released the Smart Restart Montgomery County - Business Restart Guide. They were also allocated \$50,000 in funding to provide additional counseling services to small businesses in need.

In Business and Industry Services, on June 2, 2020 Continuing Education attended a graduation ceremony at Ameriquel Aseptic for the first Aseptic Processing Technician class. Continuing Education will be offering online career readiness classes for all continuing education healthcare related programs this summer to best prepare new students for their career in healthcare.

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.

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, Ah’Jada Ingram, an Early College student pursuing an Associate in Arts degree, has been named as the 2020-21 SGA President.

Academic Calendar Update – 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 academic calendar update.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the Academic Calendar Update. The motion carried.

Legislative/Public Relations Committee

Legislative Updates – Appendix F-1 and Appendix F-2

CC20-041 COVID-19 Revised Leave Provisions – Appendix F-1

Dr. Bledsoe presented Appendix F-1, CC20-041 COVID-19 Revised Leave Provisions. He noted that the Office of State Human Resources (OSHR) extended the State of Emergency Leave Provision #3 through May 22, 2020. The State received notification from OSHR that the State of Emergency Leave Provision #3 will extend to May 25 but will not be extended further.

Amendment of 1D SBCCC 200.95 - Education Services for Minors – Appendix F-2

Dr. Bledsoe presented Appendix F-2, 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, such as Curriculum and Workforce Continuing Education.

Marketing/Public Relations Update – Mrs. Claudia Bulthuis

Mrs. Bulthuis welcomed Kelly Morgan, Director of Marketing, Communications and Public Relations. Mrs. Morgan will begin providing reports to the Board of Trustees at the August Board Meeting.

Mrs. Bulthuis reported that a list of 2020 MCC Graduates and a letter from the Board of Trustees congratulating the recent graduates on their accomplishments was listed in the local newspaper.

Institutional Status Committee

No report this month.

SGA Update

No 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:

- The new website for Montgomery Community College has been launched.
- 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.

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. In addition to the calendar, she noted the following:

- 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.
- Mrs. Bulthuis shared several recognitions: Ah'Jada Ingram has been selected as the new SGA President and will be joining the Board in August. Mrs. Gelynda Capel has served the Board for 35 years. Mr. George Gilbreath has served the Board for four years and Ms. Paula Covington has served the Board for 12 years. This will be both Mr. Gilbreath and Ms. Covington's last meeting.
- The Board is awaiting notification of Trustees appointed by the County Commissioners and the Governor. She noted that Phil Absher has been reappointed by the Board of Education.
- Mrs. Bulthuis noted that Michele Haywood has served the College for 27 years.
- Mrs. Bulthuis expressed her thanks to all MCC employees who have been dedicated to the College and the students during the COVID-19 pandemic.

- 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, Ms. Covington made a motion, seconded by Mr. Gilbreath, to adjourn the June 10, 2020 Board meeting at 8:10 p.m. The motion carried.

Claudia Bulthuis, Chairman

Montgomery Community College
County Funds - Board Report for June 2020

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	248,996	248,996	0	100%
Benefits	125,246	125,246	0	100%
Contracted Services	15,843	15,843	-	100%
Supplies & Materials	43,344	43,344	0	100%
Professional Development (Travel)	1,267	1,267	0	100%
Utilities	247,014	247,014	0	100%
Repairs & Maintenance	19,054	19,054	0	100%
Membership & Dues	2,520	2,520	0	100%
Insurance & Bonding	37,548	37,548	0	100%
Other Current Expenses	42,221	42,221	0	100%
Non-Capitalized Equipment	947	947	0	100%
Total Current Expense	784,000	784,000	0	100%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's April 2020 Report	691,311
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	63,088
Total Revenue	1,173,788
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), Glass Repair (\$6K)	(72,444)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 6/30/20	\$ 377,393

Montgomery Community College
State Funds - Board Report for June 2020

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time	3,887,154		3,887,154	0%
Salaries- Part Time	922,589		922,589	0%
Salaries- Full Time & Part Time	4,809,743	4,714,999	94,744	98%
Benefits	1,663,836	1,652,222	11,614	99%
Contracted Instruction	40,941	39,426	1,515	96%
Financial/Audit Services	14,233	14,233	-	100%
I.T. Contracted Services	50,631	50,630	1	100%
Other Contracted Services	65,582	13,368	52,215	20%
Contracted Services	171,387	117,657	53,730	69%
Supplies & Materials	380,171	367,813	12,358	97%
Professional Development (Travel)	87,330	77,310	10,020	89%
Communications	37,451	37,188	263	99%
Equipment Repair	16,326	16,325	1	100%
Maintenance Agreements	109,576	109,475	101	100%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	125,902	125,800	102	100%
Advertising	59,661	55,836	3,825	94%
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	33,949	29,699	4,250	87%
Other Current Services	79,529	60,654	18,875	76%
Software License Renewal	71,719	70,839	880	99%
Other I.T. Rentals/ Leases	58,452	58,451	-	100%
IT Rentals/Leases/Licenses	130,171	129,290	881	99%
Insurance and Bonding	11,667	11,667	-	0%

Montgomery Community College
State Funds - Board Report for June 2020

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues	25,356	25,355	1	100%
Minor Equipment Low Risk < \$5K	180,361	180,356	5	100%
Minor Equipment High Risk < \$5K	172,531	172,514	17	100%
Minor Equipment	352,892	352,870	22	100%
Total Current Expense	7,935,096	7,728,660	206,436	97%
Equipment	476,843	170,420	306,423	36%
Perkins Equipment	51,699	47,951	3,748	93%
Books	17,274	11,252	6,022	65%
Equipment & Books	545,816	229,622	316,194	42%
Total Expenses	8,480,912	7,958,283	522,629	94%
Breakdown of Budget Balance at Year End				
Carryforward to 2019-20:	Project Skill-up	8,895		
	Apprenticeship Coordinator	30,225		
	Performance Based Funding	46,294		
	Prison Start Up	10,000		
	Equipment and Books	312,445		
	Covid-Counseling/Tutor/Advising	101,559		
		<u>509,418</u>		
Restricted:	Perkins, Childcare, Cust Train, SBC	13,211	99.8%	

Montgomery Community College
Institutional Funds- Board Report for June 2020

	2019-20 Revenue	2019-20 Expense	Cash Balance 6/30/20
1 Pell Overpayments	-	-	(8,840)
Veterans Reporting Fee	675	75	1,276
Overhead Receipts 75%	3,117	2,225	15,244
Current General & Miscellaneous	1,167	1,170	11,451
Administrative Support	1,058	1,016	-
Overhead Receipts 25%	1,039	-	9,967
Excess Fee Receipts	1,630	1,522	-
Textbook Rental	38,776	26,818	19,239
College Work Study	26,296	26,296	-
Total Institutional Support	73,757	59,121	48,336
Forestry Program	-	1,500	7,106
CTE MCS	367,363	367,363	-
Specific Fees	73,531	63,245	95,149
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	20,026	69,685	54,639
Total Curriculum Instruction & Fees	463,994	515,514	179,059
Scrap Metal Fund HVAC	51	-	768
Self Supporting	35,886	34,309	81,878
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	946	-	8,823
Specific Fees: Occupational Extension	18,782	12,020	84,088
Horticulture: Live Project	-	-	878
Google I.T. Grant	5,000	2,475	2,526
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	60,665	48,804	197,197
2 NCWorks Grant Adult Services/Dislocated Worker	151,093	163,100	(12,008)
3 NCWorks Finish Line Grant	5,879	7,313	(1,433)
Total NC Works	156,972	170,413	(13,441)
Operational Funds	35,617	18,772	74,191
Sales Tax Utilization	62,476	62,476	-
Total Plant Operation & Maintenance	98,093	81,248	74,191
Vending	17,623	17,065	11,545
Bookstore Vending	9,782	6,844	48,636
General Store	17,927	17,712	315
Parking Fee	4,786	-	49,100
Student Government Association	28,481	16,274	34,853
Graduation Fund	4,640	4,980	1,759
Student Ambassador	3,213	105	29,075
Club Accounts	-	-	67,572

Montgomery Community College
Institutional Funds- Board Report for June 2020

	2019-20 Revenue	2019-20 Expense	Cash Balance 6/30/20
4 Agency Fund	-	-	(16,946)
Funds for Others	-	-	9,588
Restricted Scholarships Held	-	-	5,890
Loan Funds Held for Others	-	-	-
Total Proprietary/Other	86,452	62,980	241,389
FSEOG	26,854	26,854	-
Pell Grant	1,024,960	1,024,960	-
Education Lottery Scholarship	19,521	19,521	-
5 Golden LEAF	14,682	27,425	(12,743)
NC Community College Grant	72,098	72,098	-
High Demand/Low Enrollment	2,081	2,081	-
MCC Foundation Scholarship	173,792	171,172	2,620
Wells Fargo Scholarship	500	500	-
Less Than Half-time	540	540	-
SGA President Scholarship	1,500	1,500	-
SECU Scholarships	5,000	5,000	-
CARES Act	191,488	191,488	-
Total Student Aid- Grants & Scholarships	1,533,017	1,543,140	(10,123)
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	57,911	(9,115)	-
Bond-Bldg 100 Int/HVAC/Roof	2,357,438	2,284,806	-
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	2,991,789	2,803,564	-
Total Institutional Funds: First Bank	5,464,739	5,284,783	716,607

STIF Account as of 6/30/20	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	834	44,053	44,887
Self Supporting- Continuing Education	127	10,724	10,851
Technology Fees	1,481	78,216	79,697
Bookstore	1,169	61,744	62,913
Total Institutional Funds: State Treasury	3,611	194,737	198,348

- 1 Pell Overpayment(Due from Students)
- 2 Due from NC Works (WIOA)
- 3 Due from NC Works (WIOA)Finish Line Grant
- 4 Financial Aid Bookstore Charges
- 5 Due from State-Golden LEAF COVID Sch

Montgomery Community College
County Funds - Board Report for July 2020

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Salaries		21,246		
Benefits		12,129		
Contracted Services		1,216		
Supplies & Materials		228		
Professional Development (Travel)		0		
Utilities		23,330		
Repairs & Maintenance		1,345		
Membership & Dues		0		
Insurance & Bonding		177		
Other Current Expenses		389		
Non-Capitalized Equipment		0		
Total Current Expense		60,060		

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's May 2020 Report	701,216
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	63,811
Total Revenue	1,184,416
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), Glass Repair (\$6K)	(72,444)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 7/31/20	\$ 388,021

Montgomery Community College
State Funds - Board Report for July 2020

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Salaries- Full Time		310,379		
Salaries- Part Time		45,444		
Salaries- Full Time & Part Time		355,824		
Benefits		141,355		
Contracted Instruction		0		
Financial/Audit Services		0		
I.T. Contracted Services		0		
Other Contracted Services		613		
Contracted Services		613		
Supplies & Materials		13,081		
Professional Development (Travel)		1,712		
Communications		950		
Equipment Repair		218		
Maintenance Agreements		2,109		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		2,327		
Advertising		2,890		
Credit Card Electronic Processing		538		
Child Care Assistance Grant		0		
Project Skill-Up-Student Assistance		0		
Other Current Expense		0		
Other Current Services		538		
Software License Renewal		27		
Other I.T. Rentals/ Leases		7,849		
IT Rentals/Leases/Licenses		7,876		
Insurance and Bonding		0		

Montgomery Community College
State Funds - Board Report for July 2020

2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
----------------------------------	-------------------------	-------------------	----------------------------------

Membership & Dues

625

Minor Equipment Low Risk < \$5K

0

Minor Equipment High Risk < \$5K

0

Minor Equipment

0

Total Current Expense

527,791

Equipment

(47)

Perkins Equipment

0

Books

0

Equipment & Books

(47)

Total Expenses

527,744

Montgomery Community College
Institutional Funds- Board Report for July 2020

			2020-21 Revenue	2020-21 Expense	Cash Balance 7/31/20
1	01-121	Pell Overpayments	-	-	(8,840)
	01-128	Veterans Reporting Fee	-	-	1,276
	01-132	Overhead Receipts 75%	-	122	15,149
	01-133	Current General & Miscellaneous	122	122	18,098
	01-134	Administrative Support	61.95	(119)	-
	01-135	Overhead Receipts 25%	-	-	10,448
	01-139	Excess Fee Receipts	-	-	-
	01-142	Textbook Rental	-	-	19,239
	02-131	College Work Study	-	-	-
		Total Institutional Support	184	126	55,369
	01-222	Forestry Program	-	-	7,106
	01-242	CTE MCS	-	-	-
	01-291	Specific Fees	7,345	-	102,494
	01-294	Live Projects: Taxidermy	-	-	349
	02-228	Self Supporting Curriculum	-	-	20,184
	02-229	Distance Learning	10	-	1,224
	02-232	NC Live Grant	-	-	409
	02-292	Technology Fee-Curriculum	2,711	16	57,263
		Total Curriculum Instruction & Fees	10,065	16	189,028
	01-314	Scrap Metal Fund HVAC	-	-	768
	01-315	Self Supporting	2,197	724	83,351
	01-331	Community Service	-	-	1,744
	01-352	Career Readiness	-	-	2,173
	01-363	Small Business Center	144	-	8,967
	01-391	Specific Fees: Occupational Extension	1,235	-	85,323
	01-394	Horticulture: Live Project	-	-	878
	02-327	Google I.T. Grant	-	720	1,806
	02-383	Fire Training Center Grant	-	-	12,312
	02-392	Technology Fee: Continuing Education	-	-	2,008
		Total Cont Ed/Non-Curriculum Inst & Fees	3,575	1,444	199,328
2	02-425	NCWorks Grant Adult Services/Dislocated Worker	12,008	10,422	(10,422)
3	02-428	NCWorks Finish Line Grant	1,433	286	(286)
		Total NC Works	13,441	10,708	(10,708)
	01-621	Operational Funds	40	1,437	72,754
	01-622	Sales Tax Utilization	-	-	-
		Total Plant Operation & Maintenance	40	1,437	72,754
	01-715	Vending	122	-	11,667
	01-716	Bookstore Vending	56	-	48,636
	05-721	General Store	-	-	315
	05-740	Parking Fee	451	-	49,552
	05-770	Student Government Association	2,153	105	36,901
	05-771	Graduation Fund	130	-	1,889
	05-774	Student Ambassador	299	-	29,374
	09-772	Club Accounts	-	-	68,338

Montgomery Community College
Institutional Funds- Board Report for July 2020

			2020-21 Revenue	2020-21 Expense	Cash Balance 7/31/20
4	09-773	Agency Fund	-	-	(18,152)
	09-775	Funds for Others	-	-	8,802
	09-776	Restricted Scholarships Held	-	-	4,315
	09-777	Loan Funds Held for Others	-	-	-
Total Proprietary/Other			3,211	105	241,637
	02-823	FSEOG	-	-	-
5	02-824	Pell Grant	115,509	115,509	(891)
	02-831	Education Lottery Scholarship	-	-	-
	02-833	Golden LEAF	12,743	-	-
	02-835	NC Community College Grant	-	-	-
	02-836	High Demand/Low Enrollment	-	-	-
	02-837	MCC Foundation Scholarship	-	2,620	-
	02-838	Wells Fargo Scholarship	-	-	-
	02-839	Less Than Half-time	-	-	-
	02-842	SGA President Scholarship	-	-	-
	02-845	SECU Scholarships	-	-	-
	02-850	CARES Act	-	-	-
Total Student Aid- Grants & Scholarships			128,252	118,129	(891)
	07-918	Capital Projects- Sales Tax Utilization	-	-	-
	07-925	Bond-Bldg 200 HVAC Replacement	-	-	-
	07-925	Bond-Bldg 100 Int/HVAC/Roof	237,581	237,581	-
	07-925	Bond-Capel Hall Office Renovation	-	-	-
	07-925	Bond-Industrial Maintenance Bldg	-	-	-
	07-926	Golden Leaf FY2015-085	-	-	-
	07-927	Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets			237,581	237,581	-
Total Institutional Funds: First Bank			396,349	369,546	746,516
			Interest	Prior Y.E.	Current
STIF Account as of 7/31/20			This Year	Balance	Balance
Operational Funds			40	44,887	44,927
Self Supporting- Continuing Education			10	10,851	10,860
Technology Fees			71	79,697	79,768
Bookstore			56	62,913	62,968
Total Institutional Funds: State Treasury			176	198,348	198,523

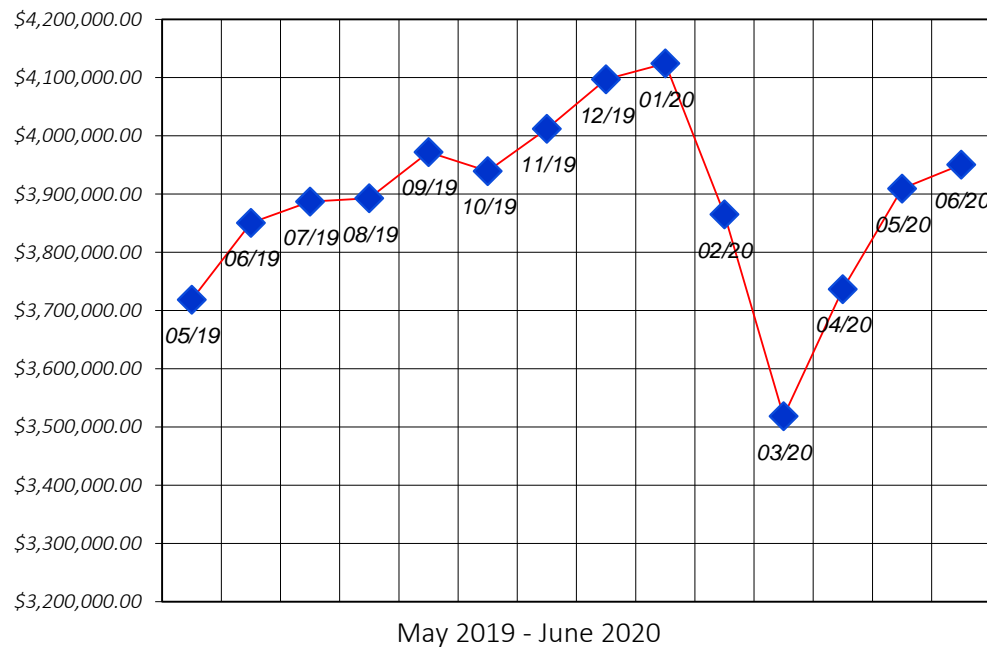
- 1 1 Pell Overpayment(Due from Students)
- 2 2 Due from NC Works (WIOA)
- 3 3 Due from NC Works (WIOA)Finish Line Grant
- 4 4 Financial Aid Bookstore Charges
- 5 5 PELL Adjustments

Montgomery Community College Foundation

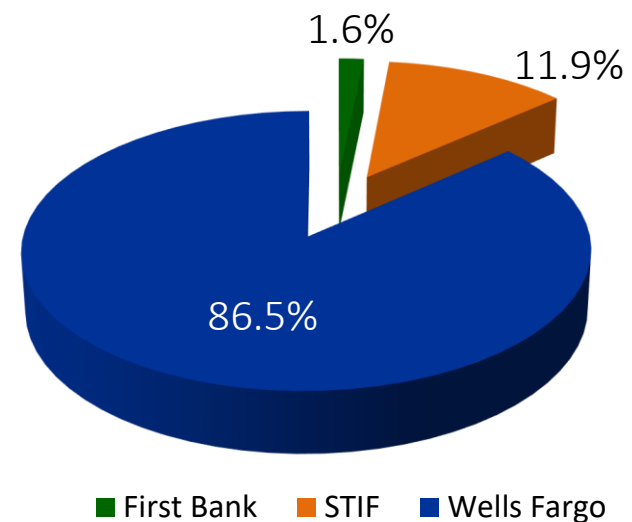
Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of June 2020			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37	\$3,374,247.49	\$470,568.22	\$64,370.50	\$3,909,186.21
Receipts								
Interest/Dividends	\$76,054.76	\$8,742.38	\$14.19	\$84,811.33	\$5,815.75	\$459.09	\$1.07	\$6,275.91
Deposits	\$154,258.05	\$104,604.24	\$280,102.45	\$538,964.74	\$887.00	\$5,669.06	\$6,012.06	\$12,568.12
Total Receipts	\$230,312.81	\$113,346.62	\$280,116.64	\$623,776.07	\$6,702.75	\$6,128.15	\$6,013.13	\$18,844.03
Disbursements								
Fees/Withdrawals	\$168,180.06	\$102,575.40	\$293,925.27	\$564,680.73	\$5,070.92	\$6,243.54	\$6,502.49	\$17,816.95
Total Disbursements	\$168,180.06	\$102,575.40	\$293,925.27	\$564,680.73	\$5,070.92	\$6,243.54	\$6,502.49	\$17,816.95
Market Value Net Change	\$41,054.83	\$0.00	\$0.00	\$41,054.83	\$40,485.25	\$0.00	\$0.00	\$40,485.25
Ending Value	\$3,416,364.57	\$470,452.83	\$63,881.14	\$3,950,698.54	\$3,416,364.57	\$470,452.83	\$63,881.14	\$3,950,698.54
Net Change	\$103,187.58	\$10,771.22	(\$13,808.63)	\$100,150.17	\$42,117.08	(\$115.39)	(\$489.36)	\$41,512.33

Foundation Funds Value



Foundation Funds Distribution



Board Report

Facilities

August 2020

Prepared By: Wanda Frick

The majority of renovations are complete in Blair Hall. The HVAC testing and restrooms are to be finished in the next couple weeks. The new roof top access stairs have been installed. The maintenance crew is in the process of installing safety barricades around the base of the stairs.



Several areas around campus are being made ready for students with Plexiglas shields, floor markings, and bottle filler water fountains.



The next round of renovations have begun with the demo of the auditorium and the space that will house the new counseling center.



**Montgomery Community College
Construction Update
August 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) Most of the renovations have been completed.

The restrooms are getting the final finishes and grouting. The State Construction Office inspection will be conducted to put together a punch list for items needing attention in the last couple weeks of August.

- Budget: \$3,895,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$3,448,151 (Golden Leaf) \$150,000

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

Project is currently complete. All repairs have been completed and the project has been closed out.

- Budgeted: \$1,075,000
- Disbursed to Date: \$1,018,556 **FINAL**

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is complete. The project has been closed out.

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

- **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. Demolition has begun with the auditorium and the space that will house the new counseling center and a general use conference room.

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

Montgomery Community College Building Project Timeline																				
Project Name	Projected/Actual Cost		2019							2020										
	NC Connect Bond	Other	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
Capel Hall Roof Replacement (Complete)	\$ 174,430																			
Capel Hall HVAC Replacement (Complete)	\$ 1,018,556																			
Center for Workforce Development (Complete)	\$ 111,449																			
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877																		
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565																			
Capel Hall Office Renovations (Complete)	\$ 47,006																			
Industrial Maintenance Building (Complete)	\$ 494,430		Construction										Complete							
Building 500 Roof (Original Building - 1987)		\$ 23,887																		
Firing Range Expansion		TBD																		
Road Between Blair Hall and Bldg 500		\$ 50,645																		
Blair Hall 3rd Hall HVAC (Complete)		\$ 250,000	Construction	Complete																
Blair Hall Renovation	\$ 3,895,000	\$ 150,000																		
Roof Replacement (Complete)																				
Interior Renovation / HVAC (excl. 3rd hall)			SCO Review		Construction										Complete					
Blair Hall & Outdoor Amphitheater Renovations	\$ 459,286	\$ 20,676											(3-1)	Construction Bid	Construction					Complete
Unassigned Funds	\$ 9,815																			
Total Cost	\$ 6,334,537	\$ 502,085																		

Board Approval
State Construction (3-1)
Architectural Bid
Architectural Design
Construction Bid
Construction
Complete

Continuing Education Request Building 500 Renovation

Justification:

- Montgomery Community College will be the host site for 7 upcoming basic training classes through December 2020. Once scheduling is confirmed we will absorb additional classes post December 2020.
- The expected class size will range from 20 to 24 students. The basic training program encompasses 240 hours of training.
- Simultaneously, we will be providing ongoing in-service training for correctional officers within our regional consortium. This training encompasses 44 hours of training per week and averages 18 to 24 students per class.
- Specialty correctional officer training classes will be offered year-round at this location and range from 1 to 2 day classes with an average class size of 20 students.
- Local law enforcement annual in-service training and specialty classes will be housed at this location.
- Basic Law Enforcement Training classes will continue to be conducted at this location.
- The criminal justice program will have an opportunity to utilize larger classroom space when classrooms are available.

Proposal:

- The Department of Corrections will utilize rooms 500 and 501 for classroom space. The maximum capacity of the rooms will be 20 students.
 - The Training and Standards Commission requires students to be allocated a minimum of 20 square feet per student. Each classroom is approximately 432 square feet.
- Rooms 502, 502A, 502B, and 502C will be converted into a large mat room and gym. The roll up door would stay in order to easily move in and out a mobile cell and other specialty training items/equipment.
- Rooms 512 and 513 will become one large classroom to accommodate 24 students.
- Room 507 and 508 would remain the same. It is currently a large classroom and mat room. The room is approved to accommodate 24 students.



HEATING & AIR CONDITIONING, INC.

126 N. MAIN STREET
NORWOOD, NC 28128**QUOTE**

Date	QUOTE #
7/31/2020	3036

Name / Address
MONTGOMERY COMMUNITY COLLEGE

704-474-7699 Phone

PROJECT AREA

QUOTE GOOD UNTIL

TRANE REPLACEMENT UNIT	8/31/2020
------------------------	-----------

Qty	Description	Rate	Total
	QUOTE FOR THE POTTERY BUILDING THIS QUOTE IS TO REMOVE THE EXISTING UNIT, REPLACE WITH A NEW HEAT PUMP SYSTEM & NEW THERMOSTAT		
1	MATERIALS & SUPPLIES - CONDENSER UNIT & AIR HANDLER		0.00
1	MATERIALS & SUPPLIES - ELECTRICAL SUPPLIES		0.00
1	MATERIALS & SUPPLIES - RECOVERY TANK FOR FREON DISPOSAL IN EXISTING SYSTEM		0.00
1	SHIPPING CHARGES BY THE DISTRIBUTOR		0.00
1	TORCHES, SOLDER, NITROGEN AND EVACUATION		0.00
1	LABOR HOURS TO REMOVE THE EXISTING SYSTEM, INSTALL NEW SYSTEM, START UP & CHECK OPERATIONS		0.00
1	TOTAL JOB COSTS	6,810.38	6,810.38
	NOTE: DUE TO THE COVID-19 VIRUS, THE SUPPLY OF EQUIPMENT HAS BEEN NEGATIVELY IMPACTED. PLEASE BE AWARE THAT LEAD TIMES FOR EQUIPMENT MAY INCREASE IN THE FUTURE		

The above quotation is based upon the cost of labor and materials as of this date and is subject to change without notice. We can only guarantee this quote price for 30 days from the date of issue. This quote amount can only be honored for cash or check payments.

Total \$6,810.38

Thank you for the opportunity to give you a quote.



HEATING & AIR CONDITIONING, INC.

126 N. MAIN STREET
NORWOOD, NC 28128**QUOTE**

Date	QUOTE #
7/31/2020	3037

Name / Address
MONTGOMERY COMMUNITY COLLEGE

704-474-7699 Phone

PROJECT AREA

QUOTE GOOD UNTIL

CARRIER REPLACEMENT UNIT	8/31/2020
--------------------------	-----------

Qty	Description	Rate	Total
	QUOTE FOR THE POTTERY BUILDING THIS QUOTE IS TO REMOVE THE EXISTING UNIT, REPLACE WITH A NEW HEAT PUMP SYSTEM & NEW THERMOSTAT		
1	MATERIALS & SUPPLIES - CONDENSER UNIT & AIR HANDLER		0.00
1	MATERIALS & SUPPLIES - ELECTRICAL SUPPLIES		0.00
1	MATERIALS & SUPPLIES - RECOVERY TANK FOR FREON DISPOSAL IN EXISTING SYSTEM		0.00
1	SHIPPING CHARGES BY THE DISTRIBUTOR		0.00
1	TORCHES, SOLDER, NITROGEN AND EVACUATION		0.00
1	LABOR HOURS TO REMOVE THE EXISTING SYSTEM, INSTALL NEW SYSTEM, START UP & CHECK OPERATIONS		0.00
1	TOTAL JOB COSTS	7,656.82	7,656.82
	NOTE: DUE TO THE COVID-19 VIRUS, THE SUPPLY OF EQUIPMENT HAS BEEN NEGATIVELY IMPACTED. PLEASE BE AWARE THAT LEAD TIMES FOR EQUIPMENT MAY INCREASE IN THE FUTURE		

The above quotation is based upon the cost of labor and materials as of this date and is subject to change without notice. We can only guarantee this quote price for 30 days from the date of issue. This quote amount can only be honored for cash or check payments.

Total	\$7,656.82
--------------	------------

Thank you for the opportunity to give you a quote.

Garmon Mechanical Service, Inc.

PO Box 1136

Albemarle, NC 28002-1136

Estimate

DATE	ESTIMATE NO.
8/3/2020	5334

NAME / ADDRESS
Montgomery Community College 1011 Page St. Troy, NC 27371

			PROJECT
			1011 Page St. / Colle...
DESCRIPTION	QTY	COST	TOTAL
Job: Pottery Room Replace faulty 3ph heat pump. Price Includes: - 3 ton 3ph Carrier Heat Pump - 3 ton Air Handler with 3ph heater - Lineset - Concrete Pad - Thermostat - Electrical Hookup - Permit & Inspection		7,900.00	7,900.00
Estimate is invalid after 30 days. Thank you! 704-984-6555 NC STATE LICENSE #11602		TOTAL	\$7,900.00

P.O. BOX 581
TROY, N.C. 27371
(910) 439-5086

kimberleyostrander@gmail.com

Attn: Marcus Ervin

PROPOSAL SUBMITTED TO Montgomery Community College		PHONE (910) 576-6222	DATE 8/5/2020
Address 1011 Page Street		JOB NAME Pottery Room	
CITY, STATE, AND ZIP CODE Troy, NC 27371		JOB LOCATION 1011 Page Street, Troy, NC 27371	

We hereby submit specifications and estimates for:

Estimate to replace existing 2004, Carrier, 3 ton split system heat pump with a new, Trane, 3 ton split system heat pump. Includes condensing unit (outdoor unit), air handler (indoor unit), 10 KW strip heater, line-set, pre-cast equipment pad for condensing unit and a digital, programmable thermostat. Will tie into existing duct system. Includes all equipment, material and labor. (includes line voltage wiring).

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Six Thousand Seven Hundred Forty Three Dollars and No/100.....

(\$6,743.00)

Payment to be made as follows:

Due upon receipt

Past due amount subject to finance charge=1.5% per month, 18.00% annual percentage rate.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal
may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____





P.O. Box 877

Appendix C-5

162 Pointe South Dr.

Randleman, NC 27317

Office:336.498.7609 Cell:336-689-0252

Montgomery Community College
1011 Page St.
Troy, NC 27371

Gentlemen,

In response to your request, we are pleased to quote the Installation of two Taco chilled water pumps and Baldor 7.5-HP motors, in the existing location as discussed and outlined below:

1. Taco Pump and motor replacements:

- Remove old motors, pumps and properly dispose.
- Remove pipe to the closes joint available.
- Install two new Taco pumps and Baldor motors.
- Re-pipe from new pump to existing joint.
- Insulate new piping included.
- Weld pipe and leak test to ensure no leaks.
- Reconnection of high voltage included.
- Align motors and pumps.
- Certified start up on the new pumps.
- 1-year labor and parts warranty.

2. Excluded items:

- Any after-hours work.
- Any leaking water valves.
- Any control wiring.
- Any additional leaks downstream from work listed above.

All work, labor, and materials, for the total sum.....\$13,950.00

We appreciate the opportunity to provide you with this proposal for the work mentioned. We look forward to working with you!

Respectfully Submitted,

Chris M. Strickland

Chris M. Strickland

Superior Mechanical, Inc.

Signature: _____

Date: _____

Proposal

WALLACE-DUNN HEATING & AIR CONDITIONING, INC.

P.O. BOX 581
TROY, N.C. 27371
(910) 439-5086

kimberleyostrander@gmail.com

Attn: Wanda Frick

PROPOSAL SUBMITTED TO Montgomery Community College	PHONE (910) 576-6222	DATE 08/26/19
Address 1011 Page Street	JOB NAME Pump and Motor Replacement	
CITY, STATE, AND ZIP CODE Troy, NC 27371	JOB LOCATION Troy	

We hereby submit specifications and estimates for:

Replace two existing pumps and motors with new Taco F13007D assemblies as indicated on the attached submittals.

- on both pump replacements perform visual inspection of the interior of piping for signs of build-up or corrosion.

- Replace flange hardware on any piping that is disconnected

- clean strainer located before pump inlets and replace if necessary

Note:

These are exact replacement assemblies. We will meet with MCC Staff prior to replacement for coordination and to validate dimensions.

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

Thirteen Thousand Eight Hundred Nine Dollars and No/100.....

(\$13,809.00)

Payment to be made as follows:

Due upon receipt

Past due amount subject to finance charge=1.5% per month, 18.00% annual percentage rate.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal
may be withdrawn by us if not accepted within _____

days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____



United Mechanical Corporation

The Leader in Comfort and Process Mechanical Solutions

July 27, 2020

Mr. Marcus Ervin
Montgomery Community College
1011 Page St.
Troy, NC 27371

Subject: (2) Base Mounted Chilled Water Pump Replacements

Proposal #: 24511

BASE PROPOSAL: We are pleased to propose the furnishing and installation of the following on the subject job:

WORKSCOPE:

1. Demolition and removal of (2) existing base mounted pumps.

Demolition is to include:

1. Removal of (2) existing base mounted pump.
2. Proper disposal of the existing pump, pipe connections and insulation.
3. Haul off and disposal of the old pumps.
4. No removal of asbestos insulation is included in this proposal, if required. All asbestos insulation is the responsibility of the owner and is to be removed by others prior to the start of the job.
5. It is assumed that the existing supply and return shut off isolation valves are in good working condition for isolating each pump for replacement.

2. Installation of (2) new, B&G, base mounted pumps to match the existing pump specifications.

Installation is to include:

1. Provide and install (2) new bolt on flange kits for connecting the new pipe to the existing pipe flanges.
2. Provide and install (2) new triple duty valves for manual water flow balancing.
3. Provide and install (2) new suction diffusers.
4. All required piping material for connecting the new pump.
5. All required pump mounting material.
6. All required pump alignment.
7. All required pump startup.
8. All required matching fiberglass pipe insulation with white paper jacket for any insulation removed or new pipe fittings only.
9. Water balance by United Mechanical Corporation, no certified water balance is included if required.

DESIGN/INSTALL

Comfort Htg & Cooling
Process Htg & Cooling
Chillers & Boilers
Evaporative Cooling
Precise Temp Control
Humidity Control
Dust Collection
Air Purification
Ventilation Systems
Pneumatic Conveyance
Compressed Air
Piping Systems
Data Centers
Clean Rooms

SERVICE

Planned Maintenance
Emergency Repair
System Renovation
Air Balancing
Water Balancing
Equipment Start Up
Water Treatment
Building Commissioning

ENGINEERING

Professional Engineering
Preliminary Designs
Project Budgets
Energy Studies
Design Drawings

CONTROLS

Building Automation
Controls Retrofits
Pneumatic Controls



AUTHORIZED CONTROLS INTEGRATOR

https://unitedmechanicalcorporation.sharepoint.com/sites/umcshare/const/replacements/replacement_quotes/24511community_college_-_2_pump_reppls/24511_montgomery_community_college_2_pump_reppls.doc

montgomery

2811 Central Avenue
Charlotte, NC 28205
704/374-1857
FAX 704/358-0747
www.unitedhvac.com

ELECTRICAL:

1. All required electrical conduit and wiring for connecting the new pump motors to the existing electrical disconnects.
2. No new electrical breakers or wire upsizing is included, if required.

MISCELLANEOUS ITEMS:

1. All required trucking fees.
2. All required lift fees.
3. Proper system start-up.
4. All miscellaneous items for a complete installation.
5. No repair work for the existing chilled water system or equipment is included in this proposal, if required.

WARRANTY:

1. A one-year parts and labor warranty for the subject installation.

TERMS, EXCEPTIONS, AND ASSUMPTIONS:

1. This price assumes that the work proposed will be performed during normal business hours (Monday through Friday 8:00am to 5:00pm).
2. No modifications or additions to life safety systems, including fire alarm and sprinkler systems, are included for this installation unless specified above.
3. Projects will be billed as follows: 30% upon signed acceptance of this proposal including all required tax forms for project coordination, permitting and job mobilization; 60% upon delivery of equipment; and 100% at completion. For projects requiring engineering plans, the billing steps will be as follows: 10% at the start of the engineering plans, 30% upon plan approval and project acceptance, 60% upon delivery of equipment, and 100% at completion.
4. Payment terms are net 30. Projects may be partially billed as per completion.
5. All pricing is good for 30 days unless market forces beyond our control dictate price increases.
6. New or modified utility services are to be coordinated with the local utility provider by others.
7. This price assumes that there are clear areas around the building to set all equipment.
8. No painting is included for the above installation.
9. No equipment protection, fencing, or bollards are included.
10. No sales tax is included in this proposal. If the customer fills out the attached North Carolina DOR "Form E-589CI, Affidavit of Capital Improvement", no sales tax will be added on the final invoice.

PRICING:

The cost to replace (2) base mounted pumps is.....\$18,690.00. (Intl.____)

Thank you for the opportunity to quote this work. If any clarification is required, please contact us. To accept this proposal, please initial the accepted proposals and return via email or fax a signed copy of this letter to us at 704-358-0747.

Sincerely,

UNITED MECHANICAL CORPORATION

Shawn Melton
smelton@unitedhvac.com

**ACCEPTANCE AS A CAPITAL
IMPROVEMENT PROJECT:**

Signature:_____

Date:_____

Purchase Order:_____

**ACCEPTANCE AS A NON-CAPITAL
IMPROVEMENT PROJECT:**

Signature:_____

Date:_____

Purchase Order:_____

Note 1: Capital Improvement Projects require the attached E-589CI form to be completed before work can start.

Note 2: Non-Capital Improvement Projects will have North Carolina State sales tax of 4.75% plus the applicable County sales tax added to the final invoice.

E-589CI

Affidavit of Capital Improvement

Form E-589CI, Affidavit of Capital Improvement, may be used to substantiate that a contract, or a portion of work to be performed to fulfill a contract, is to be taxed for sales and use tax purposes, as a real property contract for a capital improvement to real property.

The receipt of an affidavit of capital improvement for services to real property, absent fraud or other egregious activities, establishes that the subcontractor or other person receiving the affidavit should treat the transaction as a real property contract for sales and use tax purposes.

A real property contract is a contract between a real property contractor and another person to perform a capital improvement to real property.

Section I. Single Use (Complete this section to issue the affidavit for a single capital improvement.)

A Owner, Lessee/Tenant, or Real Property Contractor Address City State Zip Code	B Real Property Contractor (General Contractor or Subcontractor) <small>Hired to perform capital improvement</small> UNITED MECHANICAL CORPORATION Address 2811 CENTRAL AVE City State Zip Code CHARLOTTE NC 28205
--	--

Describe capital improvement to be performed:

Project Name

Project Address (where the work is to be performed)

City

State

Zip Code

I certify that, to the best of my knowledge, this affidavit is accurate and complete and that the transaction described to be performed by the Real Property Contractor (General Contractor or Subcontractor identified in box "B") shall be treated as a real property contract for a capital improvement to real property for sales and use tax purposes. I understand that if it is determined that I issued this affidavit in error and the transaction is subject to sales tax as a retail sale of repair, maintenance, and installation services to real property, I will be liable for payment of any additional taxes determined to be due.

Signature of Authorized Person: _____ Title: _____ Date: _____

Section II. Blanket Use (Complete this section to execute a blanket affidavit for capital improvements.)

C Real Property Contractor Address City State Zip Code	D Real Property Contractor or Subcontractor <small>Hired to perform capital improvement</small> Address City State Zip Code
---	--

To be completed by the Real Property Contractor identified in Box C.

I certify that I am a Real Property Contractor who performs capital improvements to real property and all transactions with the real property contractor (subcontractor) identified in box "D" shall be treated as real property contracts for capital improvements to real property for sales and use tax purposes. I understand that if it is determined that I issued this affidavit in error and the transaction is subject to sales tax as a retail sale of repair, maintenance, and installation services to real property, I will be liable for payment of any additional taxes determined to be due.

Signature of Authorized Person: _____ Title: _____ Date: _____

Page 2

E-589CI
Web-Fill
3-18

Affidavit of Capital Improvement Instructions

Form E-589CI, Affidavit of Capital Improvement, may be issued to substantiate that a contract, or a portion of work performed to fulfill a contract, is a capital improvement to real property and subject to sales and use tax as a real property contract. Generally, services to real property are retail sales of or the gross receipts derived from repair, maintenance, and installation services, unless a person substantiates that a transaction is subject to tax as a real property contract, subject to tax as a mixed transaction contract, or the transaction is not subject to sales and use tax. A "real property contract" is a contract between a real property contractor and another person to perform a capital improvement to real property.

A mixed transaction contract is a contract that includes both a real property contract for a capital improvement and a repair, maintenance, and installation service that is not related to the capital improvement. For a mixed transaction contract, if the allocated sales price of the taxable repair, maintenance, and installation services included in the contract is less than or equal to twenty-five percent (25%) of the contract price, then the repair, maintenance, and installation services portion of the contract, and the tangible personal property, digital property, or service used to perform those services, are taxable as a real property contract for sales and use tax purposes.

- A person that issues Form E-589CI is liable for any additional tax due on the transaction in excess of tax paid on purchases pursuant to N.C. Gen. Stat. § 105-164.4H(a), if it is determined that the transaction is not a capital improvement, but rather the transaction is subject to tax as a retail sale.
- A person who receives Form E-589CI from another person, absent fraud or other egregious activities, is not liable for any additional tax on the gross receipts from the transaction if it is determined that the transaction is not a capital improvement.
- Form E-589CI is **not an affidavit of tax paid** on tangible personal property, or digital property purchased or used to fulfill a real property contract.
- Form E-589CI may not be used to purchase tangible personal property, or digital property exempt from sales and use tax.

Exceptions from the Issuance of Form E-589CI to Establish a Transaction is to be Taxed as a Real Property Contract

In lieu of issuing an affidavit of capital improvement, a person may substantiate by other records that a transaction is a real property contract or a mixed transaction contract subject to tax as a real property contract, as discussed above, for a capital improvement to real property. However, where subcontractors are involved, it may be in the best interest of all parties to use Form E-589CI to ensure proper application of the sales and use tax laws.

Section I. Single Use Instructions

A person may complete "Section I - Single Use" for a one time use to substantiate that a transaction is a real property contract for a single capital improvement to real property and subject to sales and use tax as a real property contract. When a real property contractor hires a subcontractor to perform a portion of the overall real property contract and there is not a recurring business relationship between the two parties (when a period of no more than twelve months elapse between transactions between two parties), "Section I - Single Use" may be completed and the form issued to the subcontractor as notice that the transaction is subject to sales and use tax as a real property contract.

The following scenarios are for reference to assist a person to complete and issue Form E-589CI. The scenarios presented are not intended to cover all possible uses of the form.

A property owner oversees the entire activity to real property that is a real property contract for a capital improvement to real property. The property owner hires various subcontractors to complete the real property contract or portions thereof:

- **Box A - Owner, Lessee/Tenant or Real Property Contractor:** Enter property owner's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter a single subcontractor's name and address.
- Owner listed in Box A must describe the real property contract activity to be performed.
- Owner listed in Box A must enter the project address (if different than the address entered in Box A).
- Authorized Person (owner) signs, enters title (owner), enters the date, and issues to the person listed in Box B.

A property owner hires a general contractor to oversee the entire activity to real property that is a real property contract for a capital improvement to real property. The general contractor hires a subcontractor to perform the real property contract, or portion thereof:

- **Box A - Owner, Lessee/Tenant or Real Property Contractor:** Enter general contractor's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter subcontractor's name and address.
- General contractor listed in Box A must describe the real property contract activity to be performed.
- General contractor listed in Box A must enter the project address.
- Authorized Person (general contractor) signs, enters title (general contractor), enters the date, and issues to the person listed in Box B.

A lessee/tenant hires a general contractor for the installation of equipment that is to be attached to real property and will be depreciated under the Internal Revenue Code:

- **Box A - Owner, Lessee/Tenant or Real Property Contractor:** Enter lessee/tenant's name and address.
- **Box B - Real Property Contractor (General Contractor or Subcontractor):** Enter general contractor's name and address.
- Lessee or tenant listed in Box A must describe the capital improvement to be performed and indicate the equipment will be depreciated under the Internal Revenue Code.
- Authorized Person (typically lessee or tenant) signs, enters title (lessee or tenant), enters the date, and issues to the person listed in Box B.

Section II. Blanket Use Instructions

A real property contractor may complete "Section II - Blanket Use" and issue the form to another real property contractor (subcontractor) who is used exclusively to perform part, or all, of real property contracts with respect to capital improvements to real properties, where the parties have a recurring business relationship (when a period of no more than twelve months elapse between transactions between two parties). A blanket use affidavit continues in force so long as the real property contractor named in "Box C" and the real property contractor (subcontractor) named in "Box D" maintain a recurring business relationship or until the affidavit is withdrawn or otherwise notified by the issuer of the form.

The blanket use will generally apply for the following: (1) a builder who hires the same contractor(s) only for new construction; (2) a real property contractor who hires the same subcontractor(s) only for reconstruction; (3) a real property contractor who hires the same subcontractor(s) for remodeling or renovation and the activities performed by the subcontractor(s) for the other party are never repair, maintenance, and installation services for real property based on the contract or agreement between the parties; and (4) a real property contractor who exclusively hires the same subcontractor(s) to perform part, or all, of its real property contracts for capital improvements to real properties.

A general contractor or subcontractor hires a subcontractor that will replace the complete electrical wiring in all renovated homes:

- **Box C - Real Property Contractor:** Enter the hiring real property contractor's name and address.
- **Box D - Real Property Contractor (General Contractor or Subcontractor):** Enter the hired subcontractor's name and address.
- Authorized person listed in Box C signs, enters title, enters the date, and issues to the person listed in Box D.

Personnel Appointment

Name of Person	Ann Marie Fortune
Position	Full-Time English Faculty
Position Category	9 month Faculty
Salary	\$42,390
Effective Date of Employment	August 13, 2020
Budget Information	11-220-97-513000-22232

Position Description:

Full-time English Instructor position to teach all levels of English including RISE Co-Requisite courses, general college English courses, and literature courses. Experience utilizing technology within the classroom along with Learning Managements Systems (Blackboard), and knowledge of the community college system preferred.

Education and Certifications

School/Certification	Years Attended	Degree
Wake Forest University	Graduated May 2019	M.A. English Interdisciplinary Certificate in Medieval and Early Modern Studies
Roanoke College	Graduated May 2015	B.A. Library Studies
Guilford Technical CC	August 2019 – May 2020	Faculty-in-Training Program

Work Experience

Employer	Dates of Employment	Position/Title
Guilford Technical CC	8/2019 - Present	Part-Time Instructor, English
Wake Forest CC	5/18 – 5/19	Writing Center/Graduate Assistant

Professional Participation/Honors:

- Member, Two-Year College English Association
- 2018 International Congress on Medieval Studies, *Western Michigan University*

- Writing Center Graduate Tutor of the Year Award, *Wake Forest University*, 2019
- Gordon A. Melson Graduate Student Aware in Medieval Studies, *Wake Forest University*, 2018
- Robert N. Shorter Medieval Prize, *Wake Forest University*, 2018

Hiring Committee

Person	Position
Dr. Natalie Winfree	Dean of Arts and Science
Mr. Lee Proctor	Vice President of Instruction
Ms. Sam Britt	Department Chair, English, Arts, and Humanities
Ms. Lynn Epps	Director of Educational Partnerships
Ms. Doni Hatchel	Financial Aid Director
Ms. Melisa Bond	Director of Human Resources

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Ann Marie Fortune, checked his background, and found him qualified for the position. Upon recommendation from the Hiring Committee, I approve Ann Marie Fortune for the Full Time 9-month English Faculty position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Kelly Taylor
Position	Full-Time Communications/English Faculty
Position Category	9 month Faculty
Salary	\$42,390
Effective Date of Employment	August 13, 2020
Budget Information	11-220-97-513000-22232

Position Description:

Dual-Credentialed full-time position teaching both Communications and English courses. Experience utilizing technology within the classroom along with Learning Managements Systems (Blackboard), and knowledge of the community college system preferred.

Education and Certifications

School/Certification	Years Attended	Degree
Eastern New Mexico University	Enrolling August 2020 – To be completed by December 2021	M.A. English
Queens University of Charlotte	May 2019	M.A. in Communications
UNC – Pembroke	May 2016	B.A in Sociology
Sandhills Community College	December 2011	Associate in Arts
	December 2006	Associate in General Education

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery CC	1/2020 – 5/2020	Adjunct Instructor, Communications
Sandhills CC	1/2019 – Present	Adjunct Instructor, Communications
Sandhills CC	2/2004 – 12/2018	Tutor in General Education Courses (predominantly ENG 111, 112, 114, 231, and 232)

Professional Participation/Honors:

- Phi Theta Kappa/Alpha Tau Beta Chapter National Honor Society
- MCRA Young Author's Writing Project, 2006
- Moore County Independent, Staff Writer, 2007

Hiring Committee

Person	Position
Dr. Natalie Winfree	Dean of Arts and Science
Mr. Lee Proctor	Vice President of Instruction
Ms. Sam Britt	Department Chair, English, Arts, and Humanities
Ms. Lynn Epps	Director of Educational Partnerships
Ms. Doni Hatchel	Financial Aid Director
Ms. Melisa Bond	Director of Human Resources

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Kelly Taylor, checked his background, and found him qualified for the position. Upon recommendation from the Hiring Committee, I approve Kelly Taylor for the Full Time 9-month Communications/English Faculty position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Joleen C Moore
Position	Nursing Instructor (9 month)
Position Category	Full time
Salary	\$54,000
Effective Date of Employment	8/13/2020
Budget Information	11-220-20-513000-22343

Position Description:

Full time Practical Nursing Instructor classroom, lab and clinical instructor

Education and Certifications

School/Certification	Years Attended	Degree
UNC-Greensboro	01/1985-6/1987	BSN
Duke University	1/1996-8/1998	MSN

Work Experience

Employer	Dates of Employment	Position/Title
Carolinas Health	8/2019 –present	Family Nurse Practitioner
Richmond County Health Department	March 2018-August 2019	Family Nurse Practitioner
St. Luke's Medical Practice	August 2017-February 2018	Family Nurse Practitioner
Pinehurst Medical Clinic	August 2012-August 2017	Family Nurse Practitioner

Professional Participation/Honors:

Family Nurse Practitioner-BC**American Nurses Association Member****Hiring Committee**

Person	Position
Wendy Vaughn	Director of Nursing
Amy Friery	Dean of Health and Human Services
Beth Smith	VP of Student Services
Carolyn Saunders	Nursing Instructor
Monette Ayers	NCWorkS Career Center Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed 5/19 and 5/29, 2020, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Joleen Moore for the Nursing position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Frances "Marie" Hodges
Position	Nursing Instructor (9 month)
Position Category	Full time
Salary	\$52,000
Effective Date of Employment	08/13/2020
Budget Information	11-220-20-513000-22348

Position Description:

Full time ADN classroom, lab and clinical instructor

Education and Certifications

School/Certification	Years Attended	Degree
UNC-Greensboro	08/2019-present	Working on MSN
UNC-Greensboro	08/2016-5/2018	BSN
Richmond CC	08/2009-5/2011	ADN

Work Experience

Employer	Dates of Employment	Position/Title
Richmond CC	8/2018-4/2020	ADN instructor
Firsthealth of Carolinas	7/11-present	Administrative house supervisor, staff nurse on different units

Professional Participation/Honors:

Certified Medical Surgical Nurse**Hiring Committee**

Person	Position
Wendy Vaughn	Director of Nursing
Amy Friery	Dean of Health and Human Services
Beth Smith	VP of Student Services
Carolyn Saunders	Nursing Instructor
Monette Ayers	NCWorks Career Center Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed 5/18 and 5/29, 2020, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Marie Hodges for the Nursing position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Lucas Krueger
Position	Sustainable Agriculture Faculty
Position Category	Faculty
Salary	\$45,860 (10 Month)
Effective Date of Employment	August 1, 2020
Budget Information	

Position Description:

Faculty Member – Department Chair, Sustainable Agriculture

Education and Certifications

School/Certification	Years Attended	Degree
Iowa State University	2018-2019	B.S. Agricultural Studies

Work Experience

Employer	Dates of Employment	Position/Title
Surry County Schools	2019-Current	Agriculture Teacher

Professional Participation/Honors:

Future Farmers of America – President of Local Chapter

National Agri-Marketing Associate

Hiring Committee

Person	Position
Tracey Wyrick	Dean of CTE
Lee Proctor	VP of Instruction
Jessica Hamilton	Director Business and Industry Services
Dylan Hurley	Forestry Department Chair
Jessica Latham	Student Services Student Life and REcruitment
Melisa Bond	HR Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Mr. Krueger, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Mr. Krueger for the Sustainable Agriculture position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Geneé Greene
Position	Career Center Director
Position Category	
Salary	\$43,000
Effective Date of Employment	8/1/2020
Budget Information	

Position Description:

The NC Works Customer Service Specialist will provide administrative and customer support to the operations and customers of the Montgomery County NC Works Career Center and Montgomery Community College's Continuing Education programs.

Education and Certifications

School/Certification	Years Attended	Degree
Sandhills Community College	2014-2016	A.A.S.
UNC Pembroke	2016-2018	B.S. Business Administration

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	2019-Present	NC Works Customer Service Specialists/ NC Works Administrative Assistant
White Star Pharmacy	2016-2019	Pharmacy Assistant
Food King	2012-2016	Closing Manager

Professional Participation/Honors:

Honor's List Fall 2016, Spring 2017, Fall 2017, and Spring 2018.

Braves Scholar Award Recipient, 2017 and 2018

Hiring Committee

Person	Position
Doni Hatchel	Financial Aid Director
Riley Beaman	Director of Health & Public Safety
Lynn Epps	Director of Educational Partnerships
Andrew Gardner	Dean of Continuing Education
Jessica Latham	Student Life & Recruitment Coordinator

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Genee Greene, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Genee Greene for the NCWorks Career Center Director position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Employee Separation

Name of Person	Monette Ayers
Position	Director of NCWorks
Position Category	Staff
Salary	\$44,000
Effective Date of Employment	06/10/2019
End Date of Separation	07/16/2020
Reason	Voluntarily Resigned

Position Description:

Notes:

Chad A. Bledsoe

Chad A. Bledsoe
President

Employee Separation

Name of Person	Jennifer Gonzales
Position	Controller
Position Category	Staff
Salary	\$56,724
Effective Date of Employment	11/12/2018
End Date of Separation	06/30/2020
Reason	Non given

Position Description:

Notes:

Chad A. Bledsoe

Chad A. Bledsoe
President

Employee Separation

Name of Person	Crystal Thomas
Position	Coordinator of Prison Programs
Position Category	Staff
Salary	\$42,048 Annually
Effective Date of Employment	01/01/2011
End Date of Separation	August 7, 2020
Reason	Voluntarily Resigned – Other Employment

Position Description:

The Coordinator is the central liaison between curriculum/continuing education programming at the College and Southern Correctional Institution.

Notes:

Chad A. Bledsoe

Chad A. Bledsoe
President

Board Report Vice President of Instruction August, 2020

Currently, 10 out of 15 of the 2020 Montgomery Community College **LPN graduates** have taken the NCLEX exam with nine passing on the first try. The remaining students should complete their test in August and September. Congratulations to the new nurses and good luck in your new careers. In addition, all of the **CCP Nurse Aid** students who completed the course this spring passed the state test.

Student Success Story: Maddie Callicut, a 2020 Early College and MCC graduate has transfer to UNC-Greensboro as a 2nd semester Junior with only 43 credit hours to finish her BS in Speech Pathology. She is planning to stay an extra semester and double major in American Sign Language, but will be able to finish in three semesters. The Early College class as a whole has earned over 5 million dollars in scholarships to continue their education at four-year schools.

Fall will continue to be a challenge with COVID issues and the need to teach both **face-to-face and online**. The majority of the courses this fall will be “blended” or “hybrid” courses with portions of the content being delivered online. This is a challenge for some of our faculty to continue to provide quality educational experiences that are rich in content. Sam Britt, Department Chair for Arts/Humanities/Communication and Director of the First-Year Experience is being given course release time this fall to work with faculty and students to enhance the online learning environment. Sam will work with faculty to identify and utilize tools that will help them better communicate with and instruct students in the blended environment. This release time is funded with CARES Act funds.

The Spring semester with its starts and stops was difficult for a number of programs including the **BLET program**. Because BLET instruction must be done face-to-face to meet state standards, the program was sidelined for over 3 months waiting on conditions to improve to allow for safe face-to-face instructions. Through the hard work of the students and their dedicated faculty, all 11 students passed the state exam and are now qualified to be law enforcement officers. Congratulations to Pete Herron and the class of 2020!

Faculty will return to campus for the 2020-2021 academic year on Thursday, August 13. The return for **Quality Trails** will be different this year. The majority of this professional development time will be completed remotely or online to continue to social distance. In addition, the majority of the faculty will be returning to new offices that were constructed while they were teaching remotely. We are excited to have everyone back along with a number of new faculty to start this new and challenging academic year!

Board Report
Continuing Education Department
August, 2020

Student Success Story: Jon Galloway

- Jon Galloway - After many years as a sports news writer he was looking for a new career. He saw the advertisement for a Montgomery Community College's new Aseptic Processing Technician course that was being offered in collaboration with AmeriQual. Jon was awarded a scholarship and enrolled in the program. Midway through the course AmeriQual Aseptic extended him a full time position. At the course graduation Jon had nothing but great things to say about the positive environment and experience he had. Mr. Galloway is very appreciative to receive this opportunity.

Foundational Studies

- Collaborating with the Health and Human Services division to launch an integrated education and training (IET) program. An IET program helps students develop or refresh basic skills such as math, reading, or spoken English while simultaneously training for an in-demand occupation or industry.

Small Business Center (SBC)

- Completed 2019-2020 annual report. Highlights include:
 - 3 businesses were established through the direct support of the SBC.
 - 12 jobs were created through the direct support of the SBC.
 - Hosted 55 events that brought in a total of 382 attendees.
 - Counseled 34 clients.

Business & Industry Services

- Montgomery Community College will facilitate and deliver an estimated \$137,000 worth of specialized training to AmeriQual Aseptic through the customized training program. The customized training program is provided to AmeriQual Aseptic by the North Carolina General Assembly and North Carolina Community College System. The training funds made available to Montgomery Community College to facilitate the program are based on AmeriQual Aseptic's newly created full-time positions and capital investment of \$23.8 million.

Workforce Innovation and Opportunity Act (WIOA)

- Montgomery Community College was awarded the contract to manage Montgomery County's NC Works Career Center, Youth WIOA program, Adult WIOA program, and Dislocated Worker WIOA program for the next three years. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Andrew Gardner, Dean of Continuing Education

Date: July 28, 2020

Subject: Spring 2020 Class Visitation Log Report

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 spring semester 2020 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 72 courses on campus and 72 courses at off campus distant learning venue for a total of 144 courses. Of the 72 courses offered on campus, 54 required verification. Of the 72 courses offered off campus, 23 required verification. Please see enclosed chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR FALL SEMESTER 2019

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	43	22	22	100%
Williams, Sydney	6	6	6	100%
Hamilton, Jessica	8	6	4	66%
Thomas, Crystal	-	-	-	-
Brown, Deanne	6	6	6	100%
Williams, Alex	9	4	4	100%
TOTALS	72	44	42	93%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	45	11	11	100%
Williams, Sydney	-	-	-	-
Hamilton, Jessica	7	5	4	80%
Thomas, Crystal	11	10	8	80%
Brown, Deanne	9	8	7	88%
Williams, Alex	-	-	-	-
TOTALS	72	34	30	87%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN FALL SEMESTER 2019

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	72	34	14	41%

MCC Board of Trustees – August 12, 2020
Update from the Student Services Division

To celebrate our graduates during this Covid-19 year, we held our first-ever graduation drive-thru events July 30 and 31. We had congratulatory banners and signs all around the main parking lot where the procession moved through. We had approximately 50 graduates drive through Thursday evening and another 25 Friday morning. Somewhere between 25-30 MCC staff, faculty, and administrators were on hand at each event to make some noise as each graduate exited his or her vehicle to have their photo taken standing in front of the memorial bell. It was unbelievably hot during both outdoor events, but that did not stop the MCC cheerleaders from clapping, ringing cow bells, and shaking pom poms in celebration. Judging by the smiles on the graduates' faces, we believe they truly enjoyed and appreciated the opportunity to participate in this unprecedented graduation activity.

2020 - 2021 STUDENT FEES

Fee	CONTINUING EDUCATION	Fee	CURRICULUM
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$35	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
*Fees for Heritage Crafts Continuing Education courses are listed in the advertised cost of the course. Fees are based on actual cost of the materials for the specific course (changed because of the courses are moving from self-supporting to Occupational Extension).		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$65	TEAS test fee (for ADN/PN program)
		\$5	Photo ID Replacement
		\$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
		Continuing Education Individual Class Fees	
\$75	NRA - Occupational NRA Classes, includes a meal	\$25	AHR 110 Intro to Refrigeration
\$36.60	CE Summer Gunsmithing (\$35 supplies and \$1.60 insurance)	\$85	DEN 102 Dental Materials
\$20	MIG – TIG Stick Welding (each course)	\$50	DEN 112 Dental Radiography
\$20	Bricklaying	\$25	ELC 112 DC/AC Electricity
\$5	Digital Photography	\$25	ELC 113 Residential Wiring
\$2	Pottery Lab (per class)	\$25	ELC 117 Motors and Controls
\$25	Taxidermy (per class)	\$50	GSM 111 Gunsmithing I
\$30-\$200	Fees for Heritage Crafts CE classes; specific fee dependent upon class taken	\$100	GSM 120 Gunsmithing Tools
	Fee dependent on cost of supplies for the specific course*	\$40	GSM 225 Gunmetal Refinishing
\$30	Plaster class in pottery	\$15	MED 140 Exam Room Procedures I
\$75	Supplies for pottery, basket weaving, etc.	\$15	MED 150 Lab Procedures I
\$100	Pottery salt glass firing class, basket weaving, etc.	\$125	Medical Assisting AAMA Certification Exam Fee
\$150	Bladesmithing	\$50/each course	PBT 100 Phlebotomy Technology, PBT 101 Phlebotomy Practicum
\$200	Bladesmithing, jewelry making class	\$50	ADN/PN - Lab Simulation
		\$2550 (\$510/term)	ADN ATI Program fee
		\$1750 (\$875/term)	PN ATI Program fee
		\$15/each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
		When course is split, course fee is divided as well.	
		\$25	Book Fee for Career & College Promise (per course)
		\$36/each course	PCC 110, 111, 130, 210, 211 (CU program currently inactive)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)	\$13/academic yr	Allied Health (Associate Degree Nursing, Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, Practical Nursing students
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 121AB + TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121AB fee = \$7.50 + TXY 121BB fee = \$7.50 for a total of \$15).

Memorandum

To: Community College Human Resources Directors and Business Officers
From: Jonathan Harris, General Counsel
Subject: OSHR Emergency Leave Policy #6
Date: July 27, 2020

Summary of Emergency Leave Provision #6

On July 14, 2020, the Office of State Human Resources (OSHR) adopted Emergency Leave Provision #6. The key points are:

- It is effective August 1, 2020 through December 31, 2020.
- When it becomes effective, it will replace all prior Emergency Leave Provisions.
- The state will no longer provide supplemental leave to employees who need to be out of the office for reasons not covered by the Families First Coronavirus Response Act (FFCRA). In other words, Emergency Leave can only be taken if it is for a qualified FFCRA reason. Employees can take the amount of their unused FFCRA leave and can use other accrued leave to supplement FFCRA leave amounts through December 31, 2020.¹
- Employees have the ability to use up to 80 hours of Expanded Community Service Leave working with non-profit organizations on COVID-19 volunteer activities, with supervisor approval.

FFCRA Leave Provisions

As a reminder, the FFCRA contains two leave provisions, Emergency Paid Sick Leave and Emergency Family Medical Leave.

Federal Emergency Paid Sick Leave

Emergency Paid Sick Leave is available to an employee who is unable to work 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.

Amount of Emergency Sick Leave Hours

¹ State of Emergency Leave runs concurrently with FFCRA leave.

- 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 (100%).
- If an employee uses Emergency Sick Leave for reasons (4) or (5) above, the employee is paid at 2/3 of their regular rate of pay.

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

A college must provide an employee paid Emergency FMLA when 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 Emergency Sick Leave or any other leave the employee has during the first ten days.
- The next ten weeks are paid at 2/3 of the employee's regular rate of pay, times the number of hours the employee would normally be scheduled to work.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

MEMORANDUM

FOR YOUR IMMEDIATE ATTENTION

June 15, 2020

TO: Community College Chief Financial Officers

FROM: Elizabeth Grovenstein, Vice President/CFO

RE: Budget Management Restrictions Continue for FY 2020-2021

The Office of State Budget and Management (OSBM) has communicated that there is a revenue shortfall for FY 2020-2021 due to the impact of the COVID-19 pandemic on North Carolina's economy and State tax collections. Consequently, OSBM issued a memo on June 3, 2020 requiring public agencies, including the North Carolina Community College System, to continue to implement budget management measures in FY 2020-2021. This memo is intended to provide colleges guidance on the actions the NC Community College System will need to take in order to comply with this directive.

State Spending Restrictions

OSBM continues to require the implementation of spending restrictions. Please note that these spending restrictions apply to State funds. These spending restrictions **do not apply to federal funds** that flow through State accounts, including federal WIOA Title II Adult Education and Family Literacy Act and Perkins funds, nor do they apply to monies held in college institutional or county funds.

Purchasing

No purchase orders may be issued for goods or services that will require the expenditure of State funds except for 1) supplies, equipment, and materials required for education instruction; 2) mission critical items as determined by the College President or his/her designee; and 3) COVID-19 items only. Purchase orders that have already been signed may continue.

Travel

Once the stay at home order is rescinded, travel and training requirements shall be limited to 1) public safety and health, 2) job requirements, and 3) economic development opportunities. Any

CC20-046

exceptions to this restriction must be specifically approved by the College President as an exception.

Hiring

Vacant permanent or temporary positions shall not be filled with the following allowable exceptions:

1. Prior commitment has been made to the candidate,
2. Community College faculty/instructors who are providing educational instruction,
3. Deemed mission critical by the College President,
4. Vacancies related to COVID-19 activities,
5. Other vacancies specifically approved by the College President as an exception to this directive.

This limitation does not apply to vacancies existing because individuals are on, or obtain, leave without pay in accordance with personnel policies.

With the planned hiring of several new State-funded career coach positions beginning July 1, 2020, the System Office requested and received OSBM approval that career coach positions are all deemed mission critical and those positions can be filled.

Salary Increases

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. Special exceptions up to 5% may be approved by the College President.

Please note that OSBM's memo did not impact capital projects (new construction or repair and renovations) so those projects should continue as planned.

I appreciate everyone's cooperation and patience as we work through this very challenging situation.

cc: Presidents

CC20-046

Board Report – Marketing Update – July 2020 Recap

New Foundational Initiatives

Modified college logo (see following pages)

Using tagline going forward

Blaze Your Trail

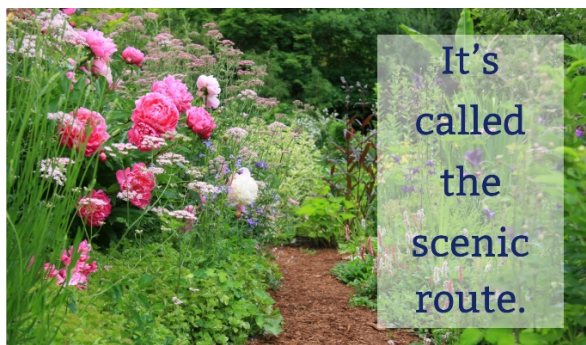
Newsroom being created in new website

New color palette chosen for College for additional flexibility

“Yourspace” being renamed TrailGuide and redesigned using Constant Contact

Promotional Activities

Fall enrollment campaign (Montgomery Herald + social media)



You didn't include **pandemic** on your list of things to do in 2020, but it's not going to derail your journey.

Your pursuit of a four-year college degree is still the goal. It's just going to start a lot more affordably and closer to home. The online and in-person classes you'll take at Montgomery Community College are going to transfer to that four-year school. But until you get there, you'll stay healthy and avoid paying for an on-campus experience you won't get. Call 910-898-9600 today to speak with one of our advisors, or visit www.montgomery.edu to browse our course offerings and learn about financial aid opportunities. Applying is easy and free. You're going to feel great, knowing despite this slight detour, you're still on the path to accomplish your goals.

Stay on track. Stay healthy. Don't waste money. MCC is a no-brainer!



You didn't include **pandemic** on your list of things to do in 2020, but it's not going to derail your journey.

Your pursuit of a four-year college degree is still the goal. It's just going to start a lot more affordably and closer to home. The online and in-person classes you'll take at Montgomery Community College are going to transfer to that four-year school. But until you get there, you'll stay healthy and avoid paying for an on-campus experience you won't get. Call 910-898-9600 today to speak with one of our advisors, or visit www.montgomery.edu to browse our course offerings and learn about financial aid opportunities. Applying is easy and free. You're going to feel great, knowing despite this bump in the road you're still on the path to accomplish your goals.

Stay on track. Stay healthy. Don't waste money. MCC is a no-brainer!



If you feel like life has handed you a pile of lemons during this pandemic, **it's up to you to start squeezing.**

Sure, you could sit around and watch the weeks go by, but why would you? This could be the opportunity of a lifetime. You have the time and mental space to try something really special during this pandemic. Pottery? Forestry? Taekwondo? Gun safety? Montgomery Community College has all of that and more. Call 910-898-9600 today to speak with one of our advisors, or visit www.montgomery.edu to browse our course offerings. Applying is easy and free. You're going to feel great, knowing despite this sour interruption, you're on the path to accomplishing something fresh and fun.

Use time well. Stay healthy. Improve yourself. MCC is a no-brainer!



You wanted to learn new skills and build your career, and this pandemic could provide the spark you've been waiting for.

Sure, you could sit around and watch the weeks go by, but why would you? This could be the opportunity of a lifetime. You finally have the time and the mental space to grow your skills and invest in your career during this pandemic. Engineering? Electronics? Agriculture? Montgomery Community College has all of that and more. Call 910-898-9600 today to speak with one of our advisors, or visit www.montgomery.edu to browse our course offerings. Applying is easy and free. You're going to feel great, knowing despite this interruption you're on the path to accomplishing great things by investing in your future.

Grow your career. Use time well. Stay healthy. MCC is a no-brainer!



BLET, CAN, enrollment pushes (social media)

Drive-thru graduation (July 30, 31)

Back to School Night (August 6th)

Press Releases and Stories

Golden LEAF Foundation Grant

Nurse Pinning Ceremony

BLET Graduation

AmeriQual Aseptic MOU

Press Pickups

7/22 Montgomery Herald Golden LEAF

7/29 Montgomery Herald Nurse Pinning Ceremony



Social Media Statistics (Facebook) for July

New Visitor Pageviews	527	Up 15%
People Reached with Posts	2,424	Up 2%
People Engaged With Posts	1,067	Reactions, Comments, Shares
New Followers	17	

Current MCC Logo

- 2 colors
- navy is extremely dark; presents off-black
- dated serif font
- poor quality reproduction





All College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 3.3.4 – Employee Disciplinary Action, Suspension and Dismissal or, for cases of unlawful discrimination or harassment, Policy 3.3.7 – Discrimination and Harassment. Employees may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee’s ability to perform his or her job.

All employees shall¹:

1. Comply with all statutes, regulations and Board of Trustee policies.
2. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
3. Avoid confrontations with co-workers or students, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
4. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
5. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
6. Participate in and complete any professional development activities required by the College.
7. Attend and participate in all required staff meetings and other required meetings.
8. Complete and transmit all required reports and other documentation in a timely and professional manner.
9. Dress appropriately for job duties and in accordance with Montgomery Community College policy and supervisor’s directives.
10. Arrive to work on time.
11. Maintain a courteous and professional attitude when working with other staff members, students and visitors.
12. Exercise proper care and maintenance of College property.
13. Avoid conflicts of interest.

The following are examples of professional and personal conduct that may serve as grounds for disciplinary action, including suspension, demotion or termination. This list is illustrative and not all-inclusive.

I. Performance of Duties

1. Inadequate performance and/or failure to perform duties.
2. Physical or mental incapability for performing duties.
3. Improper use of College property or equipment.
4. Failure to maintain satisfactory and harmonious working relationship with the public and/or employees.

Policy 3.3.3

5. Improper use of leave.
6. Failure to report for duty at the assigned time and place.
7. Failure to obtain or maintain a current license, certificate or credential required by law as a condition for employment.
8. Refusal to accept a reasonable and proper assignment from an authorized supervisor.

II. Personal Conduct

1. Gross misconduct, immorality and/or lascivious behavior that has a negative impact on the College and/or on the employee's ability to perform their job.
2. Conviction, arrest, indictment or charge that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.
3. Improper use, misappropriation and/or theft of College property (including College funds).
4. Falsified job information or omitting material information in order to secure employment with the College.
5. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
6. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
7. Willful damage or destruction of College property.
8. Willful acts that would endanger the lives and property of others.
9. Possession of unauthorized firearms or lethal weapons on the College's property.
10. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
11. Reporting to work under the influence of alcohol or an illegal or unauthorized controlled substance or partaking of such items while on the campus.
12. Acceptance of gifts in exchange for favors or influences related to the College.
13. Disclosing confidential information from official records to an unauthorized person or entity.
14. Engaging in employment or activities that constitute a conflict of interest to the College.
15. Taking part in political management or political campaigns prohibited by law.
16. Any form of unlawful discrimination or harassment.
17. Deliberately or willfully making false, misleading or ambiguous statements in connection with any official College business, official records or about College employees or students.
18. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation towards College employees or students.
19. Violating the College's technology acceptable use policies and procedures.
20. Violations of College policies and procedures.

Policy 3.3.3**III. Employee and Student Relationships**

Romantic or sexual relationships between College employees and students are prohibited if (a) the employee and the student have an academic relationship; (b) if the student is still enrolled in high school; or (c) the student is under the age of eighteen. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between College employees and students that do not violate the above provision but that otherwise impair the College employee's effectiveness, disrupts the workplace/learning environment, and/or impair the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

Adopted: June 12, 2019

Cross Reference: Policy 3.3.1 – Personnel Files; Procedures 3.3.3.1 – Arrests and Convictions; Policy 3.3.7 – Discrimination and Harassment; Policy 3.4.1 – Conflicts of Interest; Policy 3.4.2 – Employee Political Activity; Policy 3.4.3 – Weapons on Campus; Policy 3.4.5 – Alcohol and Drugs on Campus; Policy 5.4.1 - Student Records; Policy 7.1.1 – Internet and Network Acceptable Use

Revised August 2020 by adding language regarding staff-student relationships.

**MONTGOMERY
COMMUNITY COLLEGE**

**HUMAN RESOURCES
DISCRIMINATION AND
HARASSMENT**

**POLICY
3.3.7**

The College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration in any of its academic education programs and activities and employment practices.

For issues related to sexual and gender harassment, discrimination and violence, see Procedures 3.3.7.1/5.3.4.1 – Sexual Harassment Procedure. ~~and Sexual Violence.~~

For issues related to all other types of unlawful discrimination and harassment, see Procedures 3.3.7.2/5.3.4.2 – Unlawful Discrimination and Harassment Procedure.

Adopted: June 12, 2019

Cross Reference: Policy 5.3.4

Legal Reference: Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013.

Updated August 2020

**MONTGOMERY
COMMUNITY COLLEGE**

**STUDENT SERVICES
DISCRIMINATION AND
HARASSMENT**

**POLICY
5.3.4**

The College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration or in any of its ~~academic~~ education programs and activities and employment practices.

For issues related to sexual and gender harassment, ~~assault, discrimination~~ and violence, see Procedures 3.3.7.1/5.3.4.1 – Sexual Harassment Procedure and Sexual Violence.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 3.3.7.2/5.3.4.2 – Unlawful Discrimination and Harassment Procedure.

This is a cross reference to Policy 3.3.7

Adopted: January 8, 2020

Legal Reference: Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013.

Updated June 2020

Montgomery Community College
SGA Report
August 12, 2020 Board of Trustees Meeting

SGA Updates and Highlights

Let's meet our incoming SGA President and Student Ambassadors!

Ah'Jada Ingram is our 2020-2021 SGA President. She is a Montgomery County Early College Senior who is working towards completion of her Associate in Arts degree from MCC as a dually enrolled student. Ah'Jada is a very active participant in both high school and college clubs. She was the Phi Theta Kappa Public Relations Secretary for the 2019-2020 academic year, an officer for the Early College SGA and a Phoenix Ambassador for Early College. Outside of academics, Ah'Jada is an active community volunteer and cheerleader for the Montgomery Central Timberwolves. Upon graduation her plans are to attend a four-year university to study Education in hopes of becoming a high school English teacher.

Our 2020-2021 Student Ambassadors are Lew Jones, Michael Gardner, Grayson Byrd, and Jasmine Calloway.

William "Lew" Jones is a second-year student in our Gunsmithing program. Lew is the current President of the MCC Shooting Club and has been recognized on the President's List in past semesters for his hard work and dedication to his academics. Upon graduation from the Gunsmithing program, he would like to work towards developing adaptive shooting tools for people with various disabilities. In his free time, Lew enjoys spending time with his family and grandchildren, competing in shooting sports competitions, traveling and scuba diving.

Michael Gardner is also a second-year Gunsmithing student. He is an active member of the Gunsmithing Club and was recognized on the Dean's List last year for his outstanding academic performance. After graduating from the program, Michael's career goal is to find a satisfying job in the firearms industry. His hobbies outside of MCC include traveling and participating in shooting sports activities.

Grayson Byrd is a second-year student in our Forestry program. While a student at West Montgomery High School, Grayson enrolled in the Forestry certificate pathway available through the CCP program. He completed the certificate in his senior year at West and then continued in the program after graduation. He is a member of the MCC Forestry Club. After completing his AAS degree, he plans to transfer to NC State University to complete his

Bachelor's Degree in Forestry. Grayson is an Eagle Scout and an avid outdoorsman who enjoys hunting, fishing and working on training techniques with his bird dog.

Jasmine Calloway, a graduate of East Montgomery High School, is working toward completion of her AAS degree in Human Services. Jasmine has worked as a Work Study student in Student Services since 2019, greeting visitors on campus with a friendly smile on her face and answering calls coming into the switchboard with a smile in her voice. Upon graduation from MCC, she plans to transfer to a four-year university to pursue her Bachelor's Degree in Human Services, after which she hopes to open her own after school program for children. Jasmine's favorite hobby is writing poetry.

President's Report

August 12, 2020

Activities since the June Board Meeting

6/10/20	Board of Trustees Meeting
6/11/20	NCCCS Partnership Performance Webinar (Virtual)
6/15/20	Cabinet/Crisis Management Team Meeting (Virtual)
6/18/20	Belk Presidents' Academy Meeting (Virtual)
6/18/20	Monthly Construction Meeting (Virtual)
6/23/20	Cabinet/Crisis Management Team Meeting (Virtual)
6/23/20	Golden Leaf Meeting (Virtual)
6/24/20	Meeting with Kerry Hensley
6/25/20	MCC Monthly Progress Meeting (Virtual)
6/25/20	Monthly Construction Meeting (Virtual)
7/2/20	MCC Meeting with Local Township to Discuss Wifi (Virtual)
7/7/20	Cabinet/Crisis Management Team Meeting (Virtual)
7/8/20	Called Foundation Board Meeting (Virtual)
7/9/20	Belk Center Meeting (Virtual)
7/15/20	Meeting with Golden Leaf President (Virtual)
7/17/20	LPN Pinning Ceremony Drive Thru (Virtual)
7/21/20	Cabinet/Crisis Management Team Meeting (Virtual)
7/22/20	Monthly Construction Meeting (Virtual)
7/22/20	NCACCP Meeting (Virtual)
7/29/20	CTE MOU Signing for Ameriquial
7/29/20	Employee Meeting (Virtual)
7/30/20	Graduation Drive Thru Ceremony
7/31/20	Graduation Drive Thru Ceremony
8/4/20	Cabinet/Crisis Management Team Meeting (Virtual)
8/6/20	NCCARE360 Meeting (Virtual)
8/12/20	Nominating Committee Meeting (Virtual)
8/12/20	Foundation Board Meeting (Virtual)
8/12/20	Board of Trustees Meeting (Virtual)

Upcoming Activities

8/18/20	Cabinet/Crisis Management Team Meeting (Virtual)
8/21/20	Presidents' Review of 2020-2021 Budget Package (Virtual)
8/26/20	Monthly Construction Meeting (Virtual)
9/8/20	Board of Trustees Meeting (Virtual)

Board of Trustees Information

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



Board of Trustees Calendar of Events **2020-2021**

August 12, 2020	11:30 a.m.	Foundation Board Meeting (Virtual)
August 12, 2020	5:30 p.m.	Committee/Board Meeting (Virtual)
August 19, 2020	7:00 p.m.	Called Board Meeting for Presidential Evaluation
August 28, 2020	9:00 a.m. - 12:30 p.m.	NCACCT Seminar (Virtual)
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
July, 2021		No Board Meeting
August 11, 2021	11:30 a.m.	Foundation Board Meeting
August 11, 2021	5:30 p.m.	Committee/Board Meeting