



Board of Trustees Retreat and Monthly Meeting

Saturday, August 5, 2023

Montgomery Community College





1011 Page St.

Troy, NC, 27371



The retreat and regular meeting of the Montgomery Community College Board of Trustees will be held on Saturday, August 5, 2023 at 8:00 AM in Room 273 in Capel Hall. The Board will meet as a committee of the whole.

Montgomery Community College
Board of Trustees - Aug 05 2023
Agenda






The retreat and regular meeting of the Montgomery Community College Board of Trustees will be held on Saturday, August 5, 2023 at 8:00 AM in Room 273 in Capel Hall.

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Directions to 273 Capel Hall 	
1.1 Fun Fact Worksheet	
2. Call to Order - Claudia Bulthuis - Chairman (8:30 am)	
3. Welcome and Announcements - Claudia Bulthuis	
4. Oath of Office - Claudia Bulthuis/Gordon Knowles	8 - 13
Claudia Bulthuis 	
Dr. Katherine Dunlap 	
Kerry Hensley 	
5. Prayer - Claudia Bulthuis	
6. Election of Officers - Claudia Bulthuis	
7. Approval of Agenda- (Action) - Claudia Bulthuis	
8. Board of Ethics Reminder - Claudia Bulthuis	
8.1 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.	

9. Approval of Board and Committee Minutes (Action) - Claudia Bulthuis

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- 9.2 June Committee Meeting Minutes 166 - 218
[Board Committee Meetings - Jun 14 2023 - Minutes - Pdf](#) 




10. Budget and Finance Committee - Kerry Hensley, Committee Chairman

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- 10.2 Foundation Fund Statements - Emily Tucker 229 - 230
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- 10.3 Foundation Update - Emily Tucker
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11. Building and Grounds Committee - Gordon Knowles, Committee Chairman

- 11.1 Facilities and Construction Report - Dr. Chad Bledsoe 232
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12. Personnel Committee - Phil Absher, Committee Chairman

- 12.1 Personnel Appointments and Separations - Dr. Chad Bledsoe 233 - 236
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- 12.2 Policy 3.2.5 Annual Leave Revision - Second Reading (Action) - Dr. Chad Bledsoe 237 - 240
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13. Curriculum and Student Services Committee - Bill Price, Committee Chairman

- 13.1 Instruction and Student Services Update - Lee Proctor 241 - 243
[August Board Report.docx](#) 
- 13.2 Spring 2023 CE Course Visitation Report - Dr. Chad Bledsoe 244 - 246
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- 13.3 Student Fee Chart - Title Revision -Dr. Chad Bledsoe (Action)
Revise "Student Parking Fee" to be a "Student Access Fee"

14. Legislative and Public Relations Committee - Dr. Katie Dunlap, Committee Chairman

- 14.1 Legislative Update - Dr. Chad Bledsoe
- 14.2 Public Relations & Marketing Report - August 2023 - Kelly Morgan 247
[Public Relations and Marketing Report August 2023 Mtg.pdf](#) 

15. Institutional Status Committee - Robert Harris, Committee Chairman

- 15.1 SACSCOC Update - Dr. Chad Bledsoe
- 15.2 Policy 2.1.3 Weapons on Campus - Second Reading (Action) - Korrie Ervin 248
[Policy 2.1.3 Weapons on Campus](#) 
- 15.3 Policy 5.3.2 Student Code of Conduct - Possession of Weapons - Second Reading (Action) - Korrie Ervin 249 - 250
[Policy 5.3.2 Student Code of Conduct - Possession of Weapons](#) 
- 15.4 Policy 1.6 - Board Meetings & Meeting Procedures (1st Reading) - Korrie Ervin 251 - 254
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16. SGA Report - No Report

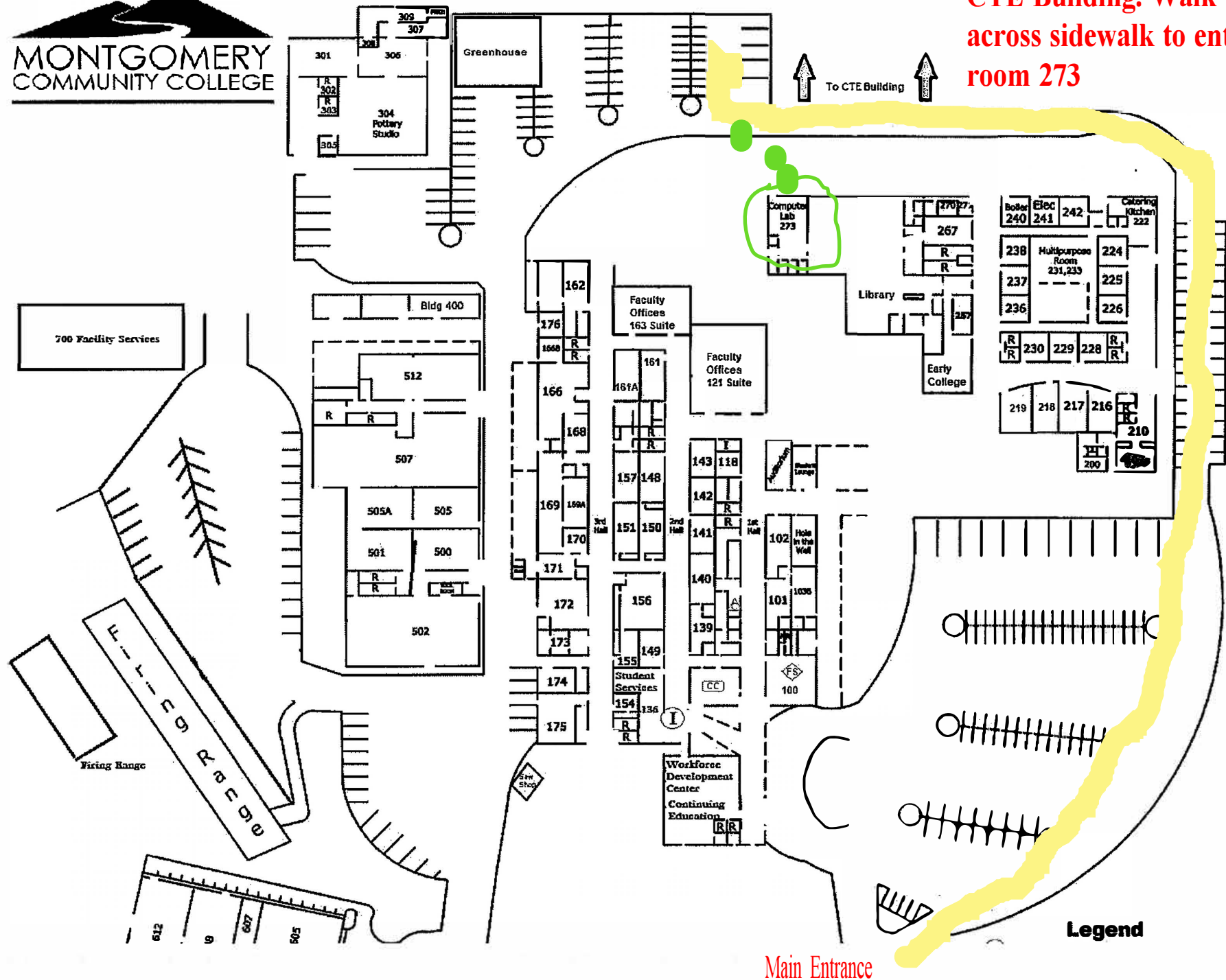
17. President's Report - Dr. Chad Bledsoe

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19.	Break - Fun Fact Exercise	
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21.	Board of Trustees Planning - Claudia Bulthuis	298 - 376
	<ul style="list-style-type: none"> • By-laws Revision <ul style="list-style-type: none"> ○ Committee Structure ○ Board/Committee Meetings  ○ Information Presented  and Sample Board Agenda  ○ By-laws (1st Reading)  • Board of Trustees Self Evaluation  <ul style="list-style-type: none"> ○ Board engagement with the community ○ Knowledge of college's history, mission, values ○ Knowledge of educational programs and services 	

- Understanding of the budget document
- Effectiveness in fulfilling the mission
- Impact of the college on the community
- How to attract minority populations and adult students
- Look at regional and local needs for future planning
- Identifying and meeting student needs

22. Adjourn - (Action) - Claudia Bulthuis

Drive to the back of Capel Hall and park near the CTE Building. Walk across sidewalk to enter room 273



**Montgomery Community College
Board of Trustees**

Oath

I, Claudia Bulthuis, do swear (or affirm) that I will well and truly execute the duties of the office of Board of Trustee for Montgomery Community College according to the best of my skill and ability, according to law, so help me God.

OATH TO SUPPORT THE CONSTITUTION OF THE UNITED STATES

I, Claudia Bulthuis, do solemnly swear (or affirm) that I will support the constitution of the United States, so help me, God.

OATH TO SUPPORT THE CONSTITUTION OF NORTH CAROLINA

I, Claudia Bulthuis, endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States to the best of my knowledge and ability, so help me God.

Signature

Date

Sworn to and subscribed before me this
____ day of _____, 2023.

Notary Public

My commission expires _____

**Montgomery Community College
Board of Trustees**

Oath

I, Katherine Dunlap, do swear (or affirm) that I will well and truly execute the duties of the office of Board of Trustee for Montgomery Community College according to the best of my skill and ability, according to law, so help me God.

OATH TO SUPPORT THE CONSTITUTION OF THE UNITED STATES

I, Katherine Dunlap, do solemnly swear (or affirm) that I will support the constitution of the United States, so help me, God.

OATH TO SUPPORT THE CONSTITUTION OF NORTH CAROLINA

I, Katherine Dunlap, endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States to the best of my knowledge and ability, so help me God.

Signature

Date

Sworn to and subscribed before me this
____ day of _____, 2023.

Notary Public

My commission expires _____

**Montgomery Community College
Board of Trustees**

Oath

I, Kerry Hensley, do swear (or affirm) that I will well and truly execute the duties of the office of Board of Trustee for Montgomery Community College according to the best of my skill and ability, according to law, so help me God.

OATH TO SUPPORT THE CONSTITUTION OF THE UNITED STATES

I, Kerry Hensley, do solemnly swear (or affirm) that I will support the constitution of the United States, so help me, God.

OATH TO SUPPORT THE CONSTITUTION OF NORTH CAROLINA

I, Kerry Hensley, endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States to the best of my knowledge and ability, so help me God.

Signature

Date

Sworn to and subscribed before me this
____ day of _____, 2023.

Notary Public

My commission expires _____



Board of Trustees Monthly Meeting Minutes

Wednesday, June 14, 2023

Montgomery Community College (Capel Hall)

1011 Page St.

Troy, NC, 27371

Page

1. Call to Order - Claudia Bulthuis, Chairman

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, June 14, 2023 in the Board Room of Capel Hall. The meeting was called to order at 7:00 pm by Claudia Bulthuis, Chairman.

Board Members Present: Phil Absher; Claudia Bulthuis, Chairman; Gelynda Capel; Dr. Katie Dunlap; Robert Harris; Kerry Hensley; Dr. Philip Jones; Gordon Knowles, Vice Chairman; and Bill Price, Secretary.

Board Members Absent: Dr. Tawanda Bennett; Susan Eggleston; Tim McAuley Sr.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Angie Uhl-Kalev, Director of Institutional Effectiveness; and Korrie Ervin, Special Projects Coordinator.

2. Welcome and Announcements - Claudia Bulthuis

Mrs. Bulthuis welcomed all in attendance including Mark Dye, Director of Gunsmithing and Michael Gardner, Program facilitator of Short-Term Gunsmithing Courses.

3. Prayer - Claudia Bulthuis

Mrs. Bulthuis opened the meeting with prayer.

4. Approval of Agenda- (Action) - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the Board agenda.

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion Carried.

5. Board of Ethics Reminder - Claudia Bulthuis

- 5.1 **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.**

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.

6. Board Presentation - Gunsmithing, Mark Dye

The Board received a presentation from Mark Dye on the Gunsmithing Program at the Montgomery Community College.

7. Approval of Board Minutes - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the Board and Committee Minutes.

Moved by: Bill Price

Seconded by: Gordon Knowles

Motion Carried.

- 7.1 **Board meeting Minutes May, 2023**

10 - 72

[Board of Trustees - May 10 2023 - Minutes - Pdf.pdf](#) 

8. Budget and Finance Committee - Kerry Hensley, Committee Chairman

The Budget and Finance Committee met earlier in the evening. Mrs. Hensley gave a report to the board.

8.1 Monthly Financial Report (Action) 73 - 77

The committee reviewed the April financial report presented by Mrs. McBride.

[April2023FinancialReport.pdf](#) 

Mrs. Hensley made a motion to approve the April Financial Report. 73 - 77

Moved by: Motion from committee

Motion Carried.

8.2 Foundation Funds Statement 78

The committee received an update on the April Foundation Funds Statement presented by Mrs. Tucker.

[Foundation Funds Statement - Emily Tucker](#) 

8.3 Foundation Update**8.4 In-Kind Contribution Transfers (ACTION) 79 - 80**

[Jordan Innovative Fabrication TRANSFER 2023.pdf](#) 

[Chesson TRANSFER to Gunsmithing 2023.pdf](#) 

Mrs. Hensley made a motion to approve the In-Kind Contribution Transfer. 79 - 80

Moved by: Motion from committee

Motion Carried.

8.5 Grants Update 81

The committee received a grants update provided by Mrs. Ervin.

[Grants Update June 2023](#) 

9. Building and Grounds Committee - Gordon Knowles, Committee Chairman

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

9.1 Facilities and Construction Report

82

The committee reviewed the Facilities and Construction Report presented by Dr. Bledsoe.

[Construction Facilities Report June 2023.pdf](#) 

9.2 Forestry Road Repairs (Action)

[Forestry Road Repair - June 2023 Bd Report.pdf](#) 

Mr. Knowles made a motion to approve the Forestry Road Repairs.

Moved by: Motion from committee

Motion Carried.

9.3 3-1 Campus Wide Security Upgrades (Action)

83 - 85

[3-1 Project 278 Campus Wide Security Upgrades.pdf](#) 

Mr. Knowles made a motion to approve the 3-1 Campus Wide Security Upgrades.

83 - 85

Moved by: Motion from committee

Motion Carried.

10. Personnel Committee - Phil Absher, Committee Chairman

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

10.1 Employee Appointments and Separations

86 - 87

The committee reviewed Personnel Appointment for Alex Williams, Gunsmithing Instructor and Michael Gardner, Program Facilitator of Short-Term Gunsmithing Courses.

The committee reviewed Personnel Separation for Matthew Mutarelli, Gunsmithing Instructor.

[Employee Announcements - May 2023.docx](#) 

[Employee Separations - May 2023.docx](#) 

10.2 **2023-24 Blanket Travel Authorization (Action)** 88

[Blanket Travel Authorization 2023-24.pdf](#) 

Mr. Absher made a motion to approve the 2023-2024 Blanket Travel Authorization. 88

Moved by: Motion from committee

Motion Carried.

10.3 **New Faculty Positions (Action)** 89 - 96

The committee reviewed the Organizational Chart Update presented by Dr. Bledsoe.

The committee reviewed the New Faculty Positions for Early Childhood Education, Humanities, and Psychology all of these courses last for 9 months.

[MCC Organizational Chart 2023-04-12.pdf](#) 

[JD_FT Instructor, Early Childhood Education, 9 Month.pdf](#) 

[JD_FT Instructor, Humanities, 9 Month.pdf](#) 

[JD_FT Instructor, Psychology, 9 Month.pdf](#) 

Mr. Absher made a motion to approve the new Full Time Faculty Positions. 89 - 96

Moved by: Motion from committee

Motion Carried.

10.4 **Policy 3.2.5 Annual Leave Revision - First Reading** 97 - 99

[Policy 3-2-5.docx](#) 

11. Curriculum and Student Services Committee - Bill Price, Committee Chairman

The Curriculum and Student Services Committee met earlier in the evening

and Mr. Price reported from the committee.

Carpentry students completed the storage shed for Troy's Habitat house build.

Twenty-two Early College students will return next year for the "fifth year options" to complete additional credits.

The College awarded over 70 Montgomery Scholar Scholarships at Montgomery Central High School awards ceremony.

11.1	Instruction and Student Services Update	100 - 102
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Lee Proctor reported to the committee that the carpentry students completed the storage shed for Troy's Habitat house build. Twenty-two Early College students will return next year for the "fifth year options" to complete additional credits and the College awarded over 70 Montgomery Scholar Scholarships at Montgomery Central High School awards ceremony.

Board Report - June 2023.docx

11.2	2023-24 Fee Chart Update (Action)	103
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Student Fees 2023-2024.docx 

Mr. Price made a motion to approve the 2023-2024 Student Fee Chart Update.	103
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Moved by: Motion from committee

Motion Carried.

11.3 Curriculum Program Termination (Action)	104 - 105
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Termination Form - A5538A.doc 

Mr. Price made a motion to approve the Curriculum Program Termination of the Human Services: Developmental Disabilities Concentration	104 - 105
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Moved by: Motion from committee

Motion Carried.

11.4	Truck Driving Articulation Agreement (Action)	106 - 107
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[Level III Truck Driving with Richmond CC.pdf](#) 

Mr. Price made a motion to approve the Truck Driving Articulation Agreement with Richmond Community College.

106 - 107

Moved by: Motion from committee

Motion Carried.

12. Legislative and Public Relations Committee - Dr. Katie Dunlap, Committee Chairman

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

12.1 Public Relations and Marketing Report

108

The committee received an update on Public Relations/Marketing from Kelly Morgan.

[Public Relations and Marketing Report June 2023 Mtg.pdf](#) 

12.2 Legislative Update

The committee received a legislative update from Dr. Bledsoe

13. Institutional Status Committee - Robert Harris, Committee Chairman

The Institutional Status Committee met earlier this evening, Mr. Harris reported from the committee.

13.1 Policy 2.1.3 Weapons on Campus - First Reading

109

The committee reviewed Policy 2.1.3 Weapons on Campus presented by Dr. Bledsoe.

[Policy 2.1.3 Weapons on Campus](#) 

13.2 Policy 5.3.2 Student Code of Conduct - Possession of Weapons- First Reading

110 - 111

The committee reviewed Policy 5.3.2 Student Code of Conduct- Possession of Weapons presented by Dr. Bledsoe.

[Policy 5.3.2 Student Code of Conduct - Possession of Weapons](#)



13.3 SACSCOC Update - Dr. Bledsoe

The committee reviewed a update on SACSCOC presented by Dr. Bledsoe.

14. SGA Report

No Report.

15. President's Report - Dr. Chad Bledsoe

Dr. Bledsoe reported on activities since the last meeting and upcoming activities. Additionally, Dr. Bledsoe reported on the business continuity plan to the board.

15.1 President's Report 112

[President's Report.docx](#) 

15.2 Business Continuity Plan

16. Chairman's Report - Claudia Bulthuis

16.1 Calendar of Events 113

Mrs. Bulthuis discussed the upcoming events, including the Board Retreat on August 5, 2023.

[Calendar of Events - June.pdf](#) 

16.2 2023 Board Self Evaluation Results 114 - 150

Mrs. Bulthuis shared the 2023 Board Self Evaluation Results.

[Board Self Evaluation 2023.pdf](#) 

16.3 Board of Trustees Reappointment Letters 151

Trustees Seeking Reappointment

- [Mrs. Claudia Bulthuis - confirmed by the County Commissioners](#) 

- Mrs. Kerry Hensley- confirmed by the School Board

- Dr. Katie Dunlap- confirmed by the Governor

16.4 Habitat Shed Construction Project 152

Mrs. Bulthuis shared a thank you email received from Stanly County Habitat for Humanity.

[Habitat Thank You Email.pdf](#) 

17. Adjourn - (Action) - Claudia Bulthuis

The meeting adjourned at 7:54pm.

Mrs. Bulthuis called for a motion for the meeting to be adjourned.

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion Carried.

Chairman



Board of Trustees Monthly Meeting Minutes

Wednesday, May 10, 2023

Montgomery Community College (Capel Hall)

1011 Page St.

Troy, NC, 27371

Page

1. Call to Order - Claudia Bulthuis, Chairman

The regular meeting of the Board of Trustees of Montgomery Community College was called to order on May 10, 2023 in Room 1432 of Montgomery Central High School at 5:31pm by Claudia Bulthuis, Chairman. The meeting was held as a committee of the whole.

Board Members Present: Susan Eggleston, Kerry Hensley, Gordon Knowles, Claudia Bulthuis, Gelynda Capel, Robert Harris (arrived at 5:34pm) Dr. Philip Jones, Bill Price, Dr. Tawanda Bennett, Timothy McAuley, and Regan Hunsucker.

Board Members Absent: Dr. Katie Dunlap and Phillip Absher

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator; Hunter Smith, Dean of Continuing Education; and Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees.

2. Welcome and Announcements - Claudia Bulthuis

Mrs. Bulthuis welcomed all in attendance and gave announcements to the board.

3. Prayer - Claudia Bulthuis

Mrs. Bulthuis opened the meeting with prayer.

4. Approval of Agenda- (Action) - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the Board agenda.

Moved by: Gordon Knowles

Seconded by: Susan Eggleston

Motion carried.

5. Board of Ethics Reminder - Claudia Bulthuis

- 5.1 **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.**

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.

6. Approval of Board and Committee Minutes (Action) - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the Board and Committee Minutes.

Moved by: Gordon Knowles

Seconded by: Kerry Hensley

Motion carried.

6.1 April Board of Trustees Meeting Minutes

8 - 16

[Board of Trustees - Apr 12 2023 - Minutes - Public.pdf](#) 

6.2 April Committee Minutes

17 - 30

[Board Committee Meetings - Apr 12 2023 - Minutes - Public.pdf](#) 

7. Budget and Finance Committee - Kerry Hensley, Committee Chairman

Jeanette McBride presented the March financial report.

Jeanette McBride reviewed the Office of The State Auditor - Federal Compliance Audit Letter.

Emily Tucker presented the March Foundation Funds Statement.

Korrie Ervin presented a grants update.

7.1 Monthly Financial Report (Action) - Jeanette McBride

31 - 35

[March2023FinancialReport.pdf](#) 

Ms. Hensley called for a motion to approve the Monthly Financial Report.

31 - 35

Moved by: Gordon Knowles

Seconded by: Philip Jones

Motion Carried.**7.2 Office of The State Auditor - Federal Compliance Audit Letter - Jeanette McBride**

36 - 43

[6854 - MCC SA Concluding Letter - SA \(2022\).pdf](#) 

7.3 Foundation Funds Statement - Emily Tucker

44

[Foundation Funds FY 22-23 March 2023.pdf](#) 

7.4 Grants Update - Korrie Ervin

45 - 46

[Grants Update May 2023.pdf](#) 

8. Building and Grounds Committee - Gordon Knowles, Committee Chairman

Dr. Chad Bledsoe reviewed the Facilities and Construction Report.

8.1 Facilities and Construction Report - Dr. Chad Bledsoe

47

9. Personnel Committee - Robert Harris Committee Vice Chairman

Dr. Bledsoe reviewed Personnel Appointments for Hunter Smith, Dean of Continuing Education and for Lauren Kelly, Executive Assistant to the President/Recording Secretary to the Board of Trustees. There were no personnel separation's this month.

Dr. Bledsoe discussed the 2023-24 Contract Renewals.

9.1 Personnel Appointments

48

[Personnel Announcements April.docx](#) **9.2 2023-24 Contract Renewals - Dr. Chad Bledsoe**

Dr. Bledsoe discussed the contract renewals and plans to rehire everyone. We have one employee who is being given a probationary contract while addressing an accrediting issue.

10. Curriculum and Student Services Committee - Bill Price, Committee Chairman

Mr. Lee Proctor presented the following updates from Curriculum and Student Services.

The College sponsored a Workforce Wednesday Signing Day on May 3, 2023 which encouraged students to join the workforce right after getting their degree.

The Nurse Pinning Ceremony was held on May 9, 2023 at 4pm with 14 students graduating the program. Members of the Dental Assisting faculty attended the North Carolina Association of Dental Assisting Educators annual meeting in Charlotte. One of the Dental Assisting clinical sites has donated 300 boxes of masks and face shields to the health programs at the College.

Phi Theta Kappa (PTK) held it Spring induction ceremony on April 27, 2023. Twenty-seven students added their names to the membership book of Beta Xi Omicron Chapter.

Debby Douglas, History/Political Science Instructor, was elected as the Communications Coordinator for the North Carolina Community College Association for Distance Learning.

The Department of Energy conducted interviews for summer Gunsmithing

internships. The Department selected two students to participate in the program this summer in Arkansas.

The Admissions and Retention staff continue to visit surrounding high schools during lunch hours to recruit students. The College will have representatives at the May Day Celebration at Highlands Community Center on May 6, 2023. Southwest Randolph High School brought a group of students to tour the campus on April 24, 2023. Shaquille Little, Career and College Promise Student Success and Retention Specialist attended the CCP Coach's Academy in Greensboro April 11- 13, 2023.

Doni Hatchell, Director of Financial Aid, has been selected to be on the North Carolina Community College System Office Financial Aid Review Team.

NCWorks Center Director, Sandra Clyburn, and Director of Business and Industry Services, Jessica Hamilton, presented at the April 20, 2023 Regional Partnership Workforce Board banquet.

A WIOA Monitoring Audit was conducted in April and the College received initial positive feedback from the audit. A complete report on the WIOA audit will be shared with Administration in the coming weeks.

Pottery students held their Spring Pottery Sale the last week in April in a new location. The sale was held in Blair 139 to allow for more space than in the Pottery Building. The program will look for additional options prior to the Fall sale.

10.1 Instruction and Student Services Update - Lee Proctor

49 - 51

[Board Report - May 2023.docx](#) 

11. Legislative and Public Relations Committee - Claudia Bulthuis

Kelly Morgan presented an update on Public Relations/ Marketing

Dr. Chad Bledsoe presented a legislative update.

11.1 Public Relations and Marketing Report - Kelly Morgan

52

Kelly Morgan discussed the public relations and marketing report which included the social media projections.

[Public Relations and Marketing Report May 2023 Mtg.pdf](#) 

12. Institutional Status Committee - Robert Harris, Committee Chairman

Korrie Ervin Presented the Policy 4.2.2 Live Projects Revision.

Korrie Ervin presented the 4.02.02.01 Procedure-Live Client Projects presented.

12.1 **Policy 4.2.2 Live Projects Revision (Second Reading)
(Action) - Korrie Ervin** 53 - 56

[Policy 4.2.2 Live Client Projects Revisions.pdf](#) 

[4.02.02.01 Procedure Live Client Projects.pdf](#) 

Mr. Harris called for a motion to approve the Live Projects Revision on it's second reading. 53 - 56

Moved by: Gordon Knowles

Seconded by: Philip Jones

Motion carried.

13. SGA Report - Reagan Hunsucker, SGA President

Ms. Hunsucker gave a update on the recent events that were held by the SGA.

13.1 **SGA Report** 57

[Student Government Association Report -May 2023.docx](#) 

14. President's Report - Dr. Chad Bledsoe

Dr. Bledsoe reported on activities since the last meeting and upcoming activities. Additionally, Dr. Bledsoe reported on the upcoming Summer Camps at the college.

14.1 President's Activities 58

[President's Report May.docx](#) 

14.2 **Summer Camps** 59 - 60

[Summer Camp Schedule.pdf](#) 

15. Chairman's Report - Claudia Bulthuis

15.1 **President's Evaluation** 61 - 62

Mrs. Bulthuis discussed the president's evaluation letter is

being sent to SBCCC for approval.

[Letter to SBCCC - President Evaluation 2023.pdf](#) 

15.2 **Calendar of Events**

63

Mrs. Bulthuis discussed with the board the upcoming events and brought to the board's attention the NC Rural Center Event being hosted at the college on May 15 from 2 pm until 4pm.

[Calendar of Events - April.pdf](#) 

15.3 **Board of Trustees Self Evaluation**

Mrs. Bulthuis noted there was a 100% participation rate from the board members on completing their self evaluations.

<https://www.surveymonkey.com/r/2023BOTSelfEval>

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

The meeting adjourned at 6:00pm.

Ms. Bulthuis called for a motion for the meeting to be adjourned.

Moved by: Gordon Knowles

Seconded by: Philip Jones

Motion carried.

Chairman



Board of Trustees Monthly Meeting Minutes

Wednesday, April 12, 2023

Montgomery Community College (Capel Hall)

1011 Page St.

Troy, NC, 27371

Page

1. Call to Order - Claudia Bulthuis, Chairman

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, April 12, 2023 in the Board Room of Capel Hall. The meeting was called to order at 7:00p.m by Claudia Bulthuis, Chairman.

Board Members Present: Dr. Tawanda Bennett; Claudia Bulthuis, Chairman; Gelynda Capel; Dr. Katie Dunlap (R); Susan Eggleston; Kerry Hensley; Gordan Knowles, Vice Chairman; Bill Price, Secretary; Tim McAuley Sr.; Reagan Hunsucker, SGA President.

Board Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones;

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter Smith, Director of Institutional Effectiveness; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

2. Welcome and Announcements - Claudia Bulthuis

Ms. Bulthuis welcomed all in attendance including Hunter Smith, Dean of Continuing Education; Sam Britt, Department Chair of English, Arts and Humanities.

3. Prayer - Claudia Bulthuis

Mrs. Bulthuis opened the meeting with prayer.

4. Approval of Agenda- (Action) - Claudia Bulthuis

Ms. Bulthuis called for a motion to approve the Board agenda.

Moved by: Gordon Knowles

Seconded by: Tim McAuley Sr.

Motion carries.

5. Board of Ethics Reminder - Claudia Bulthuis

- 5.1 **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.**

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.

6. Board Presentation - Quality Enhancement Plan - Sam Britt

The Board received a presentation from Sam Britt, Department Chair of English, Arts and Humanities. Mrs. Britt presented on the new Quality Enhancement Plan.

[QEP Presentation for BOT Meeting.pdf](#) 

7. Approval of Board and Committee Minutes - Claudia Bulthuis

Mrs. Bulthuis called for a motion to approve the Board and Committee Minutes.

Moved by: Gordon Knowles

Seconded by: Bill Price

The motion carried.

7.1 **Board of Trustees Meeting Minutes March 8, 2023** # - #

[Board of Trustees - Mar 08 2023 - Minutes - Pdf](#) 

7.2 **Board of Trustees Committee Minutes March 8, 2023** # - #

[Board Committee Meetings - Mar 08 2023 - Minutes - Pdf](#) 

8. Budget and Finance Committee - Kerry Hensley, Committee Chairman

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

The committee reviewed the February financial report presented by Mrs. McBride.

The committee reviewed the 2023 Write Off presented by Mrs. McBride.

The committee received an update on February Foundation Funds Statement presented by Mrs. Tucker.

The committee received a grants update provided by Mrs. Ervin.

8.1 **Monthly Financial Report (Action)**

[FebruaryFinancialReport.pdf](#) 

Mrs. Hensley made a motion to approve, the February financial report as a matter of information.

Moved by: Motion from committee

Motion carries

8.2 **2023 Write Offs (Action)** # - #

[2023 Write Offs.pdf](#) 

Mrs. Hensley made a motion to approve, the 2023 Write Offs. # - #

Moved by: Motion from committee

Motion carries.

8.3 **Foundation Funds Report** # - #

[Foundation Funds FY 22-23 February 2023.pdf](#) 

8.4 **Grants Update**

[Grants Update](#) 

9. Building and Grounds Committee - Gordon Knowles, Committee Chairman

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

The committee reviewed the Facilities and Construction Report presented by Dr. Bledsoe.

The committee received a update on the Shade Sails Project presented by Dr. Bledsoe.

The committee reviewed the MCC-Building 100 Interior Renovations Closeout.

9.1 **Facilities and Construction Report** # - #

[Construction Facilities Report April 2023.pdf](#) 

9.2 **Shade Sails Proposal (Action)** # - #

[Shade Sails Proposal.pdf](#) 

Mr. Knowles made a motion to approve, the Shade Sails Proposal. # - #

Moved by: Motion from committee

Motion carries.

9.3 MCC - Building 100 Interior Renovations (#17-16802-01B)
Closeout (Action)

Mr. Knowles made a motion to approve, the MCC-Building 100 Interior Renovations

Moved by: Motion from committee

Motion carries.

10. Personnel Committee - Susan Eggleston, Vice Chairman

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

The committee reviewed Personnel Separation for Laura MacCoy, Student Success and Retention Specialist/ Coordinator of Student Life and for Danny Johnson, Evening Custodian/ Maintenance.

The committee received a update on the Organizational Chart Update presented by Dr. Bledsoe.

10.1 Personnel Separations # - #

[Personnel Separations.docx](#) 

10.2 **Organizational Chart Update (Action)** # - #

[MCC Organizational Chart 2023-04-03.pdf](#) 

Ms. Eggleston made a motion to approve, the MCC Organizational Chart Update. # - #

Moved by: Motion from committee

Motion carries

11. Curriculum and Student Services Committee - Bill Price, Committee Chairman

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

The LPN program have accepted 20 students with 18 students on the wait list.

ADN program has 25 students who are new or returning 1st year students who will be joining the current 12 returning students.

The Facility Maintenance Carpentry students have begun work on the Storage Shed Project for the Troy Habitat for Humanity build.

The Facility Maintenance Masonry program will have 5 students competing at the SkillsUSA State Conference on April 19 –20, 2023.

Phi Theta Kappa (PTK) Induction Ceremony is scheduled for Thursday, April 27, 2023 at 3:00 pm in the Multipurpose room.

Twenty-five Gunsmithing students joined faculty on a tour of FN Manufacturing in Columbia, South Carolina on March 24, 2023.

Registration is now open for students to register for Summer and Fall Semester classes. Applications for Graduation were due on March 14, 2023. There are currently 335 students eligible for graduation with a 492 Degrees, Diplomas, and Certificates possible for awarding. Currently, 135 students have applied to participate in the Graduation Ceremony.

Disability Services is currently serving 40 students with accommodations this semester.

The College hosted a two-day ISO (international Standards Organization) Internal Auditor class with 19 students in attendance. The training valued at \$208 per student was free to the industries.

March was “Agriculture Day” for Leadership Montgomery. The Leadership group and the Youth Leadership group from Montgomery County Cooperative Extension traveled to farms across the county. The day ended at MCC with a Forestry update and honeybee education provided by Shirley Harris, the local NC Apiary Inspector.

The College is migrating from Colleague to Advansys for data entry. Work continues with the classes at Eckerd Connect with the instillation of computer to facilitate testing and online classes. HSET (College Equivalency Test) is now available online.

Eleven students successfully complete the 44-hour Basic Firefighter Course and 36 students who attended fire services in-service course hosted by Lake Tillery Fire Department. Seventeen students completed a 40-hour Department of Adult Corrections First Steps to Supervision course.

The Beekeeping class has 14 students for the spring. The pottery classes have a total of 73 students are getting pieces ready for the Spring Sale. The Spring pottery sale is set for April 25 – 28, 2023 from 9:30 am – 3:30 pm. The sale will be located in the “Gallery space” located in Blair 139.

The Small Business Center hosted two successful QuickBooks online workshops; Introduction to QuickBooks and the Basics of QuickBooks.

11.1 Instruction and Student Services Update

[Instruction and Student Services Board Report - April 2023.docx](#) 

12. Legislative and Public Relations Committee - Claudia Bulthuis, Vice Chairman

The Legislative and Public Relations Committee met earlier in the evening and Ms. Bulthuis reported from the Committee on the following items:

The committee received an update on Public Relations/ Marketing from Kelly Morgan

The committee received a legislative update from Dr. Bledsoe.

The committee reviewed the Budget Tracking Sheet from Dr. Bledsoe.

12.1 Public Relations and Marketing Report

-

[Public Relations and Marketing Report Apr 2023 Mtg.pdf](#) 

12.2 Budget Tracking Sheet

-

[FY2023-25 BudgetTrackingSheet 2023 HOUSE.pdf](#) 

13. Institutional Status Committee - Susan Eggleston, Vice Chairman

The Institutional Status Committee met earlier this evening, Ms. Eggleston reported the following items:

The committee reviewed the Policy 4.2.2 Live Projects Revision presented by Korrie Ervin.

The committee reviewed the 4.02.02.01 Procedure-Live Client Projects presented by Korrie Ervin.

13.1 Policy 4.2.2 Live Projects Revision (First Reading)

-

[Policy 4.2.2 Live Client Projects Revision](#) 

[4.02.02.01 – Procedure – Live Client Projects.pdf](#) 

14. SGA Report - Reagan Hunsucker, SGA President

14.1 SGA Report

-

Ms. Hunsucker gave a update on current and upcoming events for the SGA.

[SGA Report.docx](#) 

15. President's Report - Dr. Chad Bledsoe

15.1 President's Report

-

Dr. Bledsoe reported on activities since the last meeting and upcoming activities. Additionally, Dr. Bledsoe reported on a recent visit to the college from the new Duke Energy Representative who is planning on keeping an eye out for electric charging stations for the college.

[President's Report.docx](#) 

16. Chairman's Report - Claudia Bulthuis

16.1 NCACCT Update

Ms. Bulthuis discussed the NCACC Update with the board.

16.2 Board Self Evaluation

Ms. Bulthuis discussed with the board members the deadline for completing the Board Self Evaluation paper work by mail or online must be done by the next meeting.

16.3 Closed Session (Action)

Presidential Evaluation - Pursuant to North Carolina General Statute 143-314.11 (a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute 115D-27.

Ms. Bulthuis called for a motion, to go into Closed Session.

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion carries.

16.4 **Open Session (Action)**

Ms. Bulthuis called for a motion to go back into Open Session.

Moved by: Bill Price

Seconded by: Gordon Knowles

Motion carries

16.5 **Report on Closed Session**

Mrs. Bulthuis reported that during the closed session the Board reviewed the evaluation of President Bledsoe and the President's contract. The trustees then met with Dr. Bledsoe to discuss the evaluation. All the requirements of the annual evaluation of the President have been met and notification will be sent to the State Board.

16.6 **Calendar of Events**

-

Ms. Bulthuis went over the next event which is the board meeting that will be held right before the college graduation.

[Calendar of Events - April.pdf](#) 

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

The meeting adjourned at 8:29pm.

Ms. Bulthuis made a motion for the meeting to be adjourned.

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion carries.

Chairman



Montgomery Community College
Board of Trustees
Monthly Committee Meeting Minutes

Wednesday, April 12, 2023
Montgomery Community College (Capel Hall)
1011 Page St.
Troy, NC, 27371

Page

1. Welcome - Claudia Bulthuis, Chairman

Ms. Bulthuis welcomed the board members to the committee meetings at 5:30pm.

2. Committee Meeting Minutes

2.1 Board of Trustees Committee Minutes March 8, 2023

-

[Board Committee Meetings - Mar 08 2023 - Minutes - Pdf](#) 

3. Budget and Finance Committee
Committee Members

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

3.1 Call to Order - Kerry Hensley, Chairman

Mrs. Hensley, Chairman, called the meeting to order at 5:30pm.

Committee roll was called by Mrs. Hensley.

Committee Members Present: Kerry Hensley, Chairman; Bill Price, Vice Chairman; Gordon Knowles; and Claudia Bulthuis.

Committee Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones

Other Board Members Present: Gelynda Capel; Susan Eggleston; Tim McAuley Sr.; Dr. Katie Dunlap (R); Dr. Tawanda Bennett; Reagan Hunsucker, SGA President.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter Smith, Director of Institutional Effectiveness; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

3.2 **Approval of Minutes (Action) - Kerry Hensley**

Motion to Approve Minutes

Moved by: Bill Price

Seconded by: Gordon Knowles

Motion carried.

3.3 **Monthly Financial Report (Action) - Jeanette McBride**

-

[FebruaryFinancialReport.pdf](#) 

Mrs. McBride presented the Financial Report.

- As of February 31, 2023, County fund expenditures were \$520,427 or, 61% of the budget.

- As of February 31, 2023, there were \$490,348 available for Capital Expenditures.
- As of February 31, 2023, State funds expenditures were \$5,690.684 or, 58% of the budget.
- As of February 31, 2023, the Institutional Fund balance was \$1,133,788.
- As of February 31, 2023, the balance in the STIF account was \$201,944.

Mrs. Hensley called for a motion to accept the financial report as presented.

-

Moved by: Gordon Knowles

Seconded by: Bill Price

Motion Carried.

3.4 **2023 Write Offs (Action) - Jeanette McBride**

-

Mrs. McBride went over the 2023 Write Offs pdf with the board.

[2023 Write Offs.pdf](#) 

Motion to Approve the 2023 Write Offs

-

Moved by: Gordon Knowles

Seconded by: Claudia Bulthuis

Motion Carried

3.5 **Foundation Funds Report - Emily Tucker**

-

Mrs. Tucker presented the Foundation Fund Statement.

Mrs. Tucker gave a Foundation Update. As of February 28, 2023 the Foundation fund statement totaled \$4,213,548.02. This reflects a market change decrease of \$82,924.71 for the month ending February 2023.

[Funds FY 22-23 February 2023.pdf](#) 

3.6 **Grants Update - Korrie Ervin**

-

Mrs. Ervin shared a Grants update.

[Grants Update](#) 

3.7 **New Business - Kerry Hensley**

No new business was brought forward to the committee.

3.8 **Adjourn - Kerry Hensley**

There being no further business, the meeting adjourned at 5:47pm.

4. Building and Grounds Committee

Committee Members

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

4.1 **Call to Order - Gordon Knowles, Chairman**

Mr. Knowles, Chairman, called the meeting to order at 5:47pm. Committee roll was called by Mr. Knowles.

Committee Members Present: Gordon Knowles, Chairman; Claudia Bulthuis, Vice Chairman; Gelynda Capel; Dr. Katie Dunlap (R); and Susan Eggleston.

Committee Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones

Other Board Members Present: Tim McAuley Sr.; Kerry Hensley; Bill Price; Dr. Tawanda Bennett; Reagan Hunsucker, SGA President.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan,

Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter Smith, Director of Institutional Effectiveness ; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

4.2 **Approval of Minutes (Action) - Gordon Knowles**

Mr. Knowles called for a motion to approve the committee minutes.

Moved by: Susan Eggleston

Seconded by: Claudia Bulthuis

Motion Carried

4.3 **Facilities and Construction Report - Dr. Chad Bledsoe**

-

Dr. Bledsoe shared an update on Facilities and Construction activities on campus.

[Construction Facilities Report April 2023.pdf](#) 

4.4 **Shade Sails Proposal (Action) - Dr. Chad Bledsoe**

-

Dr. Bledsoe presented the Shade Sails Proposal.

[Shade Sails Proposal.pdf](#) 

Mr. Knowles called for a motion to approve the Shade Sails Proposal.

-

Moved by: Susan Eggleston

Seconded by: Claudia Bulthuis

Motion Carries.

4.5 MCC - Building 100 Interior Renovations (#17-16802-01B)
Closeout (Action) - Dr. Chad Bledsoe

Dr. Bledsoe presented an update on the MCC-Building Interior Renovations Closeout.

Mr. Knowles called for a motion to approve the MCC - Building 100 Interior Renovations (#17-16802-01B) Closeout

Moved by: Susan Eggleston

Seconded by: Phil Absher

Motion carries.

4.6 New Business - Gordon Knowles

No new business was brought forward to the committee.

4.7 Adjourn - Gordon Knowles

There being no further business, the meeting adjourned at 5:57pm.

5. Personnel Committee

Committee Members

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

5.1 Call to Order - Susan Eggleston, Vice Chairman

Ms. Eggleston, Vice Chair, called the meeting to order at 5:57pm. Committee roll was called by Ms. Eggleston.

Committee Members Present: Susan Eggleston, Vice Chairman; Kerry Hensley; Dr. Tawanda Bennett; Gelynda Capel; and Claudia Bulthuis.

Committee Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones

Other Board Members Present: Tim McAuley Sr.; Bill Price; Dr. Katie Dunlap (R); Gordon Knowles; Reagan Hunsucker, SGA President.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter Smith, Director of Institutional Effectiveness; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

- 5.2 Approval of Minutes (Action) - Susan Eggleston
Ms. Eggleston called for a motion to approve the committee minutes.

Moved by: Kerry Hensley

Seconded by: Gelynda Capel

Motion Carries.

- 5.3 **Personnel Separations - Dr. Chad Bledsoe** # - #
Dr. Bledsoe presented The Personnel Separations for Laura MacCoy, Student Success and Retention Specialist/ Coordinator of Student Life and for Danny Johnson, Evening Custodian/ Maintenance.

[Personnel Separations.docx](#) 

- 5.4 **Organizational Chart Update (Action) - Dr. Chad Bledsoe** # - #
Dr. Bledsoe presented an update for the Organizational Chart that changed the assistant to the president to Lauren Kelly and Mrs. Kelly title to be the Executive Assistant to the President and Assistant to the Board of Trustees.

[MCC Organizational Chart 2023-04-03.pdf](#) 

Ms. Eggleston called for a motion to approve the MCC Organizational Chart Update.

-

Moved by: Claudia Bulthuis

Seconded by: Kerry Hensley

Motion carries.

5.5 New Business - Susan Eggleston
No new business was brought forward to the committee.

5.6 Adjourn - Susan Eggleston
There being no further business, the meeting adjourned at 6:04pm.

6. Curriculum and Student Services Committee

Committee Members

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

6.1 Call to Order - Bill Price, Chairman

Mr. Price, Chairman, called the meeting to order at 6:04pm.

Committee roll was called by Mr. Price.

Committee Members Present: Bill Price, Chairman; Dr. Katie Dunlap, Vice Chairman (R); ; Dr. Tawanda Bennett; Tim McAuley Sr.; and Claudia Bulthuis.

Committee Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones

Other Board Members Present: Gelynda Capel; Kerry Hensley; Susan Eggleston; Gordon Knowles; Reagan Hunsucker, SGA President.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette

McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter Smith, Director of Institutional Effectiveness; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

6.2 **Approval of Minutes (Action) - Bill Price**

Mr. Price called for a motion to approve the committee minutes.

Moved by: Claudia Bulthuis

Seconded by: Tawanda Bennett

Motion carries.

6.3 **Instruction and Student Services Update - Lee Proctor**

-

Mr. Proctor presented updates on Instructional, Student Services and Continuing Education activities.

The LPN program have accepted 20 students with 18 students on the wait list.

ADN program has 25 students who are new or returning 1st year students who will be joining the current 12 returning students.

The Facility Maintenance Carpentry students have begun work on the Storage Shed Project for the Troy Habitat for Humanity build.

The Facility Maintenance Masonry program will have 5 students competing at the SkillsUSA State Conference on April 19 –20, 2023.

Phi Theta Kappa (PTK) Induction Ceremony is scheduled for Thursday, April 27, 2023 at 3:00 pm in the Multipurpose room.

Twenty-five Gunsmithing students joined faculty on a tour of FN Manufacturing in Columbia, South Carolina on March 24, 2023.

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The College hosted a two-day ISO (international Standards Organization) Internal Auditor class with 19 students in attendance. The training valued at \$208 per student was free to the industries.

March was “Agriculture Day” for Leadership Montgomery. The Leadership group and the Youth Leadership group from Montgomery County Cooperative Extension traveled to farms across the county. The day ended at MCC with a Forestry update and honeybee education provided by Shirley Harris, the local NC Apiary Inspector.

The College is migrating from Colleague to Advansys for data entry. Work continues with the classes at Eckerd Connect with the instillation of computer to facilitate testing and online classes. HSET (College Equivalency Test) is now available online.

Eleven students successfully complete the 44-hour Basic Firefighter Course and 36 students who attended fire services in-service course hosted by Lake Tillery Fire Department. Seventeen students completed a 40-hour Department of Adult Corrections First Steps to Supervision course.

The Beekeeping class has 14 students for the spring. The pottery classes have a total of 73 students are getting pieces ready for the Spring Sale. The Spring pottery sale is set for April 25 – 28, 2023 from 9:30 am – 3:30 pm. The sale will be located in the “Gallery space” located in Blair 139.

The Small Business Center hosted two successful QuickBooks online workshops; Introduction to QuickBooks and the Basics of QuickBooks.

6.4 **New Business - Bill Price**

No new business was brought forward to the committee.

6.5 **Adjourn - Bill Price**

There being no further business, the meeting adjourned at 6:13pm.

7. **Legislative and Public Relations Committee**

Committee Members

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

7.1 **Call to Order - Claudia Bulthuis, Vice Chair**

Ms. Bulthuis, Vice Chair, called the meeting to order at 6:13pm.

Committee roll was called by Ms. Bulthuis.

Committee Members Present: Dr. Katie Dunlap, Chairman (R); Claudia Bulthuis, Vice Chairman; Dr. Tawanda Bennett; Tim McAuley Sr.; and Bill Price.

Committee Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones

Other Board Members Present: Gelynda Capel; Kerry Hensley; Susan Eggleston; Gordon Knowles; Reagan Hunsucker, SGA President.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter

Smith, Director of Institutional Effectiveness; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

7.2 **Approval of Minutes (Action) - Claudia Bulthuis**

Ms. Bulthuis called for a motion to approve the committee minutes.

Moved by: Tim McAuley Sr.

Seconded by: Bill Price

Motion carries.

7.3 **Public Relations and Marketing Report - Kelly Morgan**

-

Kelly Morgan shared a Public Relations and Marketing Update.

[Public Relations and Marketing Report Apr 2023 Mtg.pdf](#) 

7.4 **Budget Tracking Sheet - Dr. Chad Bledsoe**

-

Dr. Bledsoe shared an update on the Budget Tracking Sheet.

Dr. Bledsoe shared an update on the Senate Bill 692 bill draft with the board for review.

[FY2023-25 BudgetTrackingSheet 2023 HOUSE.pdf](#) 

7.5 **New Business - Claudia Bulthuis**

No new business was brought forward the committee.

7.6 **Adjourn - Claudia Bulthuis**

There being no further business, the meeting adjourned at 6:23pm.

8. Institutional Status Committee
Committee Members

- Robert Harris, Chairman

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

8.1 **Call to Order - Susan Eggleston, Vice Chair**

Ms. Eggleston, Vice Chairman called the meeting to order at 6:23pm. Committee Roll was called by Ms. Eggleston.

Committee Members Present: Susan Eggleston, Vice Chairman; Gelynda Capel; and Claudia Bulthuis.

Committee Members Absent: Phil Absher; Robert Harris; Dr. Phillip Jones

Other Board Members Present: Kerry Hensley; Dr. Katie Dunlap (R); Gordon Knowles; Tim McAuley Sr.; Dr. Tawanda Bennett; Bill Price; Reagan Hunsucker, SGA President.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator and Sandra Clyburn, NC Works Director; Hunter Smith, Director of Institutional Effectiveness; Lauren Kelly, Executive Assistant to the President and Recording Secretary for the Board of Trustees; and Sam Britt, Faculty Member/QEP Director

8.2 **Approval of Minutes (Action) - Susan Eggleston**

Ms. Eggleston called for a motion to approve the committee minutes.

Moved by: Claudia Bulthuis

Seconded by: Gelynda Capel

Motion carries.

8.3 **Policy 4.2.2 Live Projects Revision (First Reading) - Korrie Ervin**

-

Korrie Ervin shared an update on the Policy 4.2.2 Live Chat Projects Revision.

Korrie Ervin presented the 4.02.02.01 Procedure Live Client Projects.

[Policy 4.2.2 Live Client Projects Revision](#) 

[4.02.02.01 – Procedure – Live Client Projects.pdf](#) 

8.4 New Business - Susan Eggleston

No new business was brought forward to the committee.

8.5 **Adjourn - Susan Eggleston**

There being no further business, the meeting adjourned at 6:27pm.

**Montgomery Community College
County Funds - Board Report for March 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	245,041	179,695	65,346	73%
Benefits	125,579	88,339	37,240	70%
Contracted Services	27,250	19,795	7,455	73%
Supplies & Materials	44,964	36,681	8,283	82%
Professional Development (Travel)	946	27	919	3%
Utilities	339,355	241,894	97,461	71%
1 Repairs & Maintenance	22,498	19,585	2,913	87%
Membership & Dues	925	925	-	100%
Insurance & Bonding	37,149	3,789	33,360	10%
Other Current Expenses	5,603	4,724	879	84%
Non-Capitalized Equipment	1,490	-	1,490	0%
Total Current Expense	850,800	595,453	255,347	70%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's February 2023 Report	1,094,411
Add: Prior FY Property Tax Allocations from County Report	450,020
Add: FY23 Property Tax Allocation from County Report	69,931
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,789,363
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs, School Car, Tree Removal, Parking Lot Striping, roof repairs, office renovation	(138,369)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 03/31/23	\$ 502,860

Montgomery Community College
State Funds - Board Report for March 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time	4,796,688	3,343,062	1,453,626	70%
Salaries- Part Time	858,459	591,663	266,796	69%
Salaries- Full Time & Part Time	5,655,147	3,934,725	1,720,422	70%
Benefits	2,271,364	1,614,711	656,653	71%
Contracted Instruction	121,915	67,087	54,828	55%
Financial/Audit Services	97,684	88,137	9,547	90%
I.T. Contracted Services	4,500	-	4,500	0%
Other Contracted Services	36,420	30,763	5,657	84%
Contracted Services	260,519	185,987	74,532	71%
Supplies & Materials	325,088	194,879	130,209	60%
Professional Development & Travel	131,509	53,902	77,607	41%
Communications	84,561	51,944	32,617	61%
Equipment Repair	33,047	20,843	12,204	63%
Maintenance Agreements	136,957	30,917	106,040	23%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	170,004	51,760	118,244	30%
Advertising	86,858	46,519	40,339	54%
Finish Line Grant	28,101	2,476	25,625	9%
Credit Card Electronic Processing	11,680	4,716	6,964	40%
Short-term Workforce Dev. Grant	12,971	12,971	-	100%
Summer Accelerator Grant	13,250	-	13,250	0%
Longleaf Complete Grant	16,106	-	16,106	0%
Child Care Assistance Grant	55,804	3,411	52,393	6%
Workforce Resilience CE Grants	21,569	1,200	20,369	6%
Other Current Expense	34,493	32,275	2,218	94%
Other Current Services	193,974	57,049	136,925	29%
Software License Renewal	139,258	89,013	50,245	64%
Other I.T. Rentals/ Leases	121,044	63,066	57,978	52%
IT Rentals/Leases/Licenses	260,302	152,079	108,223	58%

Montgomery Community College
State Funds - Board Report for March 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Insurance and Bonding	19,492	1,087	18,405	6%
Membership & Dues	34,447	15,149	19,298	44%
Minor Equipment Low Risk < \$5K	52,969	45,060	7,909	85%
Minor Equipment High Risk <\$5K	54,880	54,129	751	99%
Minor Equipment	107,849	99,189	8,660	92%
Total Current Expense	9,601,114	6,458,981	3,142,133	67%
Equipment	183,017	64,457	118,560	35%
Perkins Equipment	10,186	9,251	935	91%
Perkins Non-Cap Equipment	7,928	3,755	4,173	47%
Books	39,085	15,189	23,896	39%
Equipment & Books	240,216	92,652	147,564	39%
Total Expenses	9,841,330	6,551,633	3,289,697	67%

Montgomery Community College
Institutional Funds- Board Report for March 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 03/31/23
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	512	275	2,557
Overhead Receipts 75%	16,180	4,597	1,936	18,841
Current General & Miscellaneous	23,922	1,013	977	23,958
Administrative Support	3,602	958	4,561	-
Overhead Receipts 25%	13,450	1,532	-	14,983
Excess Fee Receipts	-	100	100	-
Textbook Rental	27,488	15,675	9,782	33,380
College Work Study	-	13,814	13,814	-
CARES Act-Institutional	(12,142)	549,529	537,387	-
Lost Revenue HEERF II	157,102	-	-	157,102
Total Institutional Support	227,700	587,731	568,832	246,599
Forestry Program	5,823	84,511	-	90,334
Specific Fees	117,243	70,448	76,833	110,858
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	100	14,128
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	12,596	1,247	99,697
Golden Leaf FY20	-	-	-	-
Total Curriculum Instruction & Fees	227,624	167,555	78,179	316,999
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	31,898	15,914	116,105
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	275	2,168	7,452
Specific Fees: Occupational Extension	118,139	23,813	32,965	108,987
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	25,500	35,125
2 DOL-AWESM Grant	(6,796)	39,619	37,907	(5,084)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	1,829	(1,829)
Total Cont Ed/Non-Curriculum Inst & Fees	283,285	113,604	116,284	280,606
4 NCWorks Grant Adult Services/Dislocated Worker	-	107,529	124,868	(17,339)
NCWorks Finish Line Grant	-	1,745	1,745	-
Total NC Works	-	109,274	126,613	(17,339)
Operational Funds	42,251	1,000	21,889	21,362
5 Sales Tax Utilization	-	111,474	138,369	(26,895)
Agricultural Expansion	-	68,156	3,500	64,656
Total Plant Operation & Maintenance	42,251	180,630	163,758	59,123
Library Fund	-	275	-	275
Vending	18,589	11,414	6,037	23,966
Bookstore Vending	65,639	4,880	-	70,519
General Store	1,338	-	-	1,338
Parking Fee	31,531	2,429	-	33,960
Student Government Association	47,960	21,925	11,243	58,642
Graduation Fund	2,007	3,460	949	4,519
Student Ambassador	31,601	2,311	249	33,664

Montgomery Community College
Institutional Funds- Board Report for March 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 03/31/23
Club Accounts	70,661	-	-	70,661
6 Agency Fund	(16,710)	-	-	(16,710)
Funds for Others	3,987	-	-	3,987
Restricted Scholarships Held	-	-	-	-
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	256,603	46,695	18,477	284,821
GEER Scholarship	-	-	-	-
FSEOG	-	13,650	13,650	-
7 Pell Grant	(5,792)	793,059	792,197	(4,930)
Education Lottery Scholarship	-	47,360	47,360	-
Golden LEAF	-	30,625	30,625	-
NC Community College Grant	(225)	48,446	47,182	1,039
High Demand/Low Enrollment	-	1,272	1,272	-
8 MCC Foundation Scholarship	-	77,070	135,504	(58,433)
Wells Fargo Scholarship	-	500	500	-
Less Than Half-time	-	1,140	1,140	-
SGA President Scholarship	-	1,500	1,500	-
SECU Scholarships	-	6,250	6,250	-
LongLeaf Commitment Grant	224	25,031	20,655	4,600
NCSEAA FELPS Sch	-	5,250	5,250	-
STWD Short-Term Workforce Development	-	12,971	12,971	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(5,793)	1,064,124	1,116,056	(57,725)
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Bond-Blair Hall & Outside Amphitheater	-	-	-	-
Metal Finishing Lab	56,609	-	49,957	6,652
SCIF: Capel Hall Reno #2672	-	90,500	90,500	-
Golden LEAF-FY2020-085	-	-	-	-
Total Capital Assets	56,609	90,500	140,457	6,652
Total Institutional Funds: First Bank	1,088,279	2,360,114	2,328,656	1,119,737
STIF Account as of 03/31/23		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		637	45,180	45,818
Self Supporting- Continuing Education		154	10,922	11,076
Technology Fees		1,131	80,218	81,350
Bookstore		893	63,324	64,217
Total Institutional Funds: State Treasury		2,816	199,644	202,460
1 Pell Overpayment(Due from Students)				
2 Due from Forsyth Tech				
3 Due from State				
4 Due from NC Works (WIOA)				
5 Due from County				
6 FA Bookstore Charges				
7 Due from Students				
8 Due from MCC Foundation				



Beth A. Wood, CPA
State Auditor

STATE OF NORTH CAROLINA
Office of the State Auditor

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

April 17, 2023

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

Dear Ms. Bulthuis:

We have completed our federal compliance audit at the Montgomery Community College for the year ended June 30, 2022, and have issued our report thereon dated March 24, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Auditor's Responsibility

As communicated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion as to whether the State has complied, in all material respects, with the compliance requirements that have a direct and material effect on major federal programs. Our audit does not relieve you or management of your respective responsibilities.

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

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

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis.

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

Planned Scope and Timing of the Audit

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

Compliance with Independence Requirements

We have complied with all relevant independence requirements.

Significant Unusual Transactions

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

Significant Difficulties Encountered During the Audit

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

Disagreements with Management

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

Representations Requested from Management

We have requested certain representations from management that are included in the attached management representation letter dated March 24, 2023.

Management Consultations with Other Independent Accountants

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

Other Significant Matters, Findings, or Issues

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

Other Matters

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

Sincerely,

BETH A. WOOD, CPA
STATE AUDITOR



Jordan D. Chippewa, CPA
Financial Audit Director

BAW/JDC

cc: Dr. Chad Bledsoe, President
Michelle Grit, Dean of Student Services
Doni Hatchel, Director of Financial Aid

Attachment



MONTGOMERY COMMUNITY COLLEGE

March 24, 2023

The Honorable Beth A. Wood, State Auditor
Office of the State Auditor
2 South Salisbury Street
20601 Mail Service Center
Raleigh, North Carolina 27699-0600

Dear Auditor Wood:

We are providing this letter in connection with your audit of the major federal programs of the State of North Carolina for the year ended June 30, 2022, in accordance with the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). We confirm that we are responsible for complying with the requirements of the Uniform Guidance and federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs.

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

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

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

1. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to compliance with requirements that have a direct and material effect on major federal programs, such as records; documentation; audit or relevant monitoring reports, if any, received from funding sources; and other matters;
 - b. Additional information that you have requested from us for purposes of the audit, including minutes of meetings of Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared; and
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All transactions have been properly recorded in the accounting records.

3. We acknowledge our responsibility for the design, implementation, and maintenance of programs and internal controls to prevent and detect fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a direct and material effect on compliance objectives.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's major federal programs communicated by employees, former employees, analysts, governmental agencies, regulators, or others.
6. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
7. With respect to federal financial award programs:
 - a. We are responsible for understanding and complying with, and have complied with, the requirements of Uniform Guidance.
 - b. We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major federal program; and we have complied with these direct and material compliance requirements.
 - c. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provide reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on our federal programs. Also, no changes have been made in the internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.
 - d. We have made available to you all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
 - e. We have received no requests from a federal agency to audit one or more specific programs as a major program.
 - f. We have identified and disclosed to you all amounts questioned and any known noncompliance with the direct and material compliance requirements of federal

awards, including the results of other audits or program reviews, or stated that there was no such noncompliance. We also know of no instances of noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report.

- g. We have charged costs to federal awards in accordance with applicable cost principles, including amounts claimed or used for matching determined in accordance with the guidelines in the Uniform Guidance. Unless otherwise disclosed herein, matching contributions were from non-federal sources and did not involve federal funding and amounts used to meet matching obligations in one federal program were not in turn used to meet matching obligations in a different federal program.
- h. We have provided to you our interpretation of any compliance requirements that may have varying interpretations.
- i. We have made available to you all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- j. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared (and are prepared on a basis consistent with the schedule of expenditures of federal awards).
- k. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- l. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- m. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- n. We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
- o. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.

The Honorable Beth A. Wood, State Auditor
March 24, 2023
Page 4

Chad A. Bludson

President

Jeannette McBride
Jeannette McBride (Mar 27, 2023 13:41 EDT)

Chief Financial Officer









MCC FY22 Single Audit Management Representation Letter

Final Audit Report

2023-03-27

Created:	2023-03-27
By:	Tonya Luck (luckt3158@montgomery.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2-c-ztXuOHsCLnaFKDuhgSJnVlv-msQ-

"MCC FY22 Single Audit Management Representation Letter" History

-  Document created by Tonya Luck (luckt3158@montgomery.edu)
2023-03-27 - 5:35:52 PM GMT- IP address: 152.27.52.253
-  Document emailed to Jeanette McBride (mcbridej1803@montgomery.edu) for signature
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2023-03-27 - 5:41:29 PM GMT- IP address: 152.27.52.253
-  Document e-signed by Jeanette McBride (mcbridej1803@montgomery.edu)
Signature Date: 2023-03-27 - 5:41:59 PM GMT - Time Source: server- IP address: 152.27.52.253
-  Document emailed to Chad Bledsoe (bledsoec0137@montgomery.edu) for signature
2023-03-27 - 5:42:00 PM GMT
-  Email viewed by Chad Bledsoe (bledsoec0137@montgomery.edu)
2023-03-27 - 5:52:25 PM GMT- IP address: 174.247.26.177
-  Document e-signed by Chad Bledsoe (bledsoec0137@montgomery.edu)
Signature Date: 2023-03-27 - 5:53:16 PM GMT - Time Source: server- IP address: 174.247.26.177
-  Agreement completed.
2023-03-27 - 5:53:16 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.

Montgomery Community College Foundation

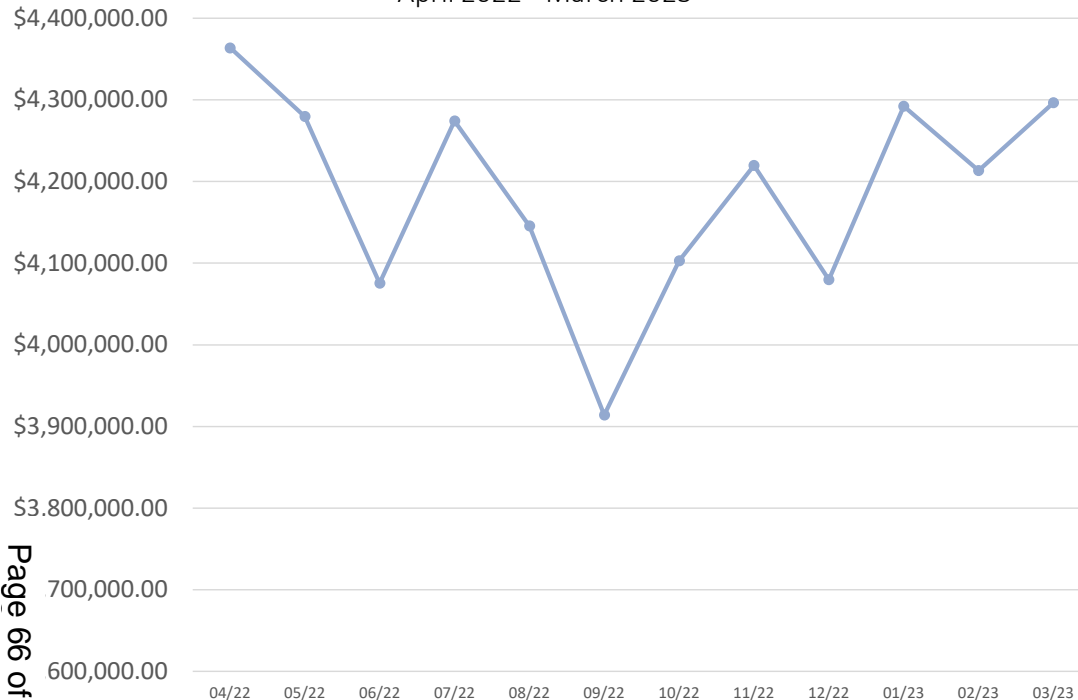
Funds Statement FY 2022-2023

	Fiscal Year To Date 7/1/2022 thru 6/30/2023			
	Wells Fargo	STIF	First Bank	Total
Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
Receipts				
Interest/Dividends	\$81,967.68	\$3,999.16	\$19.63	\$85,986.47
Deposits	\$50,292.20	\$56,308.88	\$163,661.27	\$270,262.35
Total Receipts	\$132,259.88	\$60,308.04	\$163,680.90	\$356,248.82
Disbursements				
Fees/Withdrawals	\$94,828.58	\$60,392.21	\$157,166.28	\$312,387.07
Total Disbursements	\$94,828.58	\$60,392.21	\$157,166.28	\$312,387.07
Market Value Net Change	\$177,285.63	\$0.00	\$0.00	\$177,285.63
Ending Value	\$3,875,203.57	\$285,753.43	\$135,574.86	\$4,296,531.86
Net Change	\$214,716.93	(\$84.17)	\$6,514.62	\$221,147.38

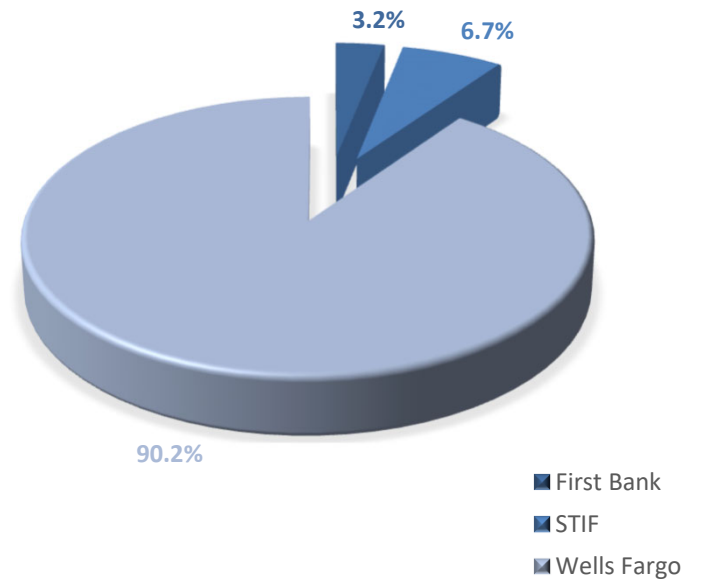
Month of March 2023			
Wells Fargo	STIF	First Bank	Total
\$3,803,630.75	\$281,323.04	\$128,594.23	\$4,213,548.02
\$9,327.59	\$715.44	\$2.24	\$10,045.27
\$433.23	\$7,257.00	22,332.30	\$30,022.53
\$9,760.82	\$7,972.44	\$22,334.54	\$40,067.80
\$3,388.87	\$3,542.05	\$15,353.91	\$22,284.83
\$3,388.87	\$3,542.05	\$15,353.91	\$22,284.83
\$65,200.87	\$0.00	\$0.00	\$65,200.87
\$3,875,203.57	\$285,753.43	\$135,574.86	\$4,296,531.86
\$71,572.82	\$4,430.39	\$6,980.63	\$82,983.84

Foundation Funds Value

April 2022 - March 2023



Foundation Funds Distribution



Grants Applied or in Process 2022/2023					
NCEM State & Local Cybersecurity Grant Program (SLCGP)	MCC Cybersecurity Enhancement Program	MCC is applying for this SLCGP funding to add an additional layer of security to our cloud environment with a virtual firewall and a more secure environment for servers.	4 Years	\$80,132	Submitted April 24, 2023
Montgomery Fund	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted April 18, 2023
Lowe's Foundation - Gable Grants	Enhancing the Skilled Trades Programs at Montgomery Community College	A two-year grant to help build a sustainable infrastructure of innovative training programs to cultivate more job-ready tradespeople and address the skilled trades labor shortage throughout the U.S. The Lowe's Foundation Gable Grants program will also aim to increase the number of young and diverse tradespeople, particularly from underrepresented and rural communities.	2 year	\$375,000	Submitted April 6, 2023
Grants Awarded 2022 - 2023					
UNC System Faculty Awards for Southeast Asian Studies	From the CIA's Secret Base of Long Cheng, Laos to the Carolinas: The North Carolina Hmong Project - A Journey Worth Sharing	This project will begin the documentary of the Hmong stories in North Carolina as part of the 50th Anniversary of the Hmong massive exodus out of Laos as refugees. A traveling museum will be developed from these stories and shared with other community colleges and universities.	1 year	\$3,000	Submitted March 2023 Approved April 2023
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA - W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted October 2022 West - Approved February 2023 East - Approved March 2023
NC State University	North Carolina Agricultural Education Student Beekeeping Grant	Grant funding is available in each North Carolina County for FFA Chapters serving high school students to create and continue beekeeping programs.	3 Year	\$1,500	Submitted April 7, 2022 Approved June 2022
People Helping People (REMC)	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted May 24, 2022 Approved, July 2022

Wal-Mart	Wal-Mart Local Community Grant	Funds will be used purchase "live burn" propane props to train firefighters using propane simulations.	1 Year	Requested \$5,000 Awarded \$2,000	Submitted April 15, 2022 Awarded April 21, 2022
Farm Credit Carolina	Agriculture Rescue Program	Funds received will be used to establish an agriculture rescue program to prepare local fire, EMS, and rescue organizations to handle emergencies common to farming and farm implaments.	1 Year	\$5,000	Submitted April 14, 2022 Approved, November 14, 2022

Montgomery Community College Facilities and Construction Update May 2023

Construction

- **Blair Hall (100) Renovation, HVAC and Roof Replacement**
1st phase for roof replacement – The roofing project has been completed.
2nd phase (building renovations and HVAC upgrades) has passed its final inspection from the state. The close out of this project is in progress.
 - Budget: (NC Bond) \$3,895,000 (Golden Leaf) \$150,000
 - Disbursed to Date: (NC Bond) \$3,519,249 (Golden Leaf) \$150,000

Facilities

- **Buildings**
New ADA compliant hand rails were installed near Capel Hall



**Montgomery Community College
Employee Appointments
April 2023**



Dean of Continuing Education- On April 1,2023, **Hunter Smith** was hired as the Dean of Continuing Education. He holds a Master's Degree of Education in Educational Leadership from Northern Arizona University. Prior to his promotion, he served as the Director of Institutional Effectiveness/SACSCOC Liaison from August 2022 until March 2023.

Office #, (910) 898-9670 (ext.605) smithh6902@montgomery.edu



Executive Assistant to the President/Recording Secretary to the Board of Trustees - On April 10,2023, **Lauren Kelly** was hired as the Executive Assistant to the President and Recording Secretary to the Board of Trustees. She holds a Associate's Degree from Montgomery Community College. Prior to her employment, she served as a legislative assistant in the NC General Assembly for four and half years.

Office #, (910) 898-9602 (602) kellyl4814@montgomery.edu

Board Report

Instruction and Student Services

May 10, 2023

Instruction

Congratulations to Amy Friery, Dean of Health and Human Services and Jessica Hamilton, Director of Business and Industry Services for being Montgomery Community College's most recent graduates from the North Carolina Community College Leadership Program. They completed the year-long leadership program and graduated April 28, 2023.

The College is sponsoring a "Workforce Wednesday Signing Day" on May 3, 2023. The event was developed to celebrate those students going directly to the workforce. Faculty and staff at the College have invited employers of our graduates to participate in the signing day. The goal is to have pictures taken with employers and graduates.

Health and Human Services

The Nursing Pinning is scheduled for May 9, 2023 at 4 pm in the multipurpose room. Fourteen students will graduate from the program and sit for the NCLEX Exam in the early summer. Members of the Dental Assisting faculty attended the North Carolina Association of Dental Assisting Educators annual meeting in Charlotte. One of the Dental Assisting clinical sites has donated 300 boxes of masks and face shields to the health programs at the College.

Career and Technical Education

Five Masonry students travelled to the North Carolina SkillsUSA competition in Greensboro. They had an enjoyable and successful trip. The students did not place in the competition, but learned valuable skills for future competitions. The BLET class had 8 out of the 11 students testing to successfully pass the exam on the first try. The remaining 3 students will be able to test again to attempt to pass the section or sections they were not successful in. Work continues on the storage shed for the Troy Habitat project.

Arts and Sciences

Phi Theta Kappa (PTK) held its Spring induction ceremony on April 27, 2023. Twenty-seven students added their names to the membership book of Beta Xi Omicron Chapter. Debby Douglas, History/Political Science Instructor, was elected as the Communications Coordinator for the North Carolina Community College Association for Distance Learning.

Gunsmithing

The Department of Energy conducted interviews for summer Gunsmithing internships. The Department selected two students to participate in the program this summer in Arkansas. The Department also sponsored a workshop with representatives from Leupold Optics. Students had the opportunity to learn more about correctly selecting the right optic for both the gun and the shooter.

Student Services

Admissions and Retention

The Admissions and Retention staff continue to visit surrounding high schools during lunch hours to recruit students. The College will have representatives at the May Day Celebration at Highlands Community Center on May 6, 2023. Southwest Randolph High School brought a group of students to tour the campus on April 24, 2023. Shaquille Little, Career and College Promise Student Success and Retention Specialist attended the CCP Coach's Academy in Greensboro April 11- 13, 2023.

Registrar

There are currently 145 students confirmed to participate in the Montgomery Community College 2023 Graduation Ceremony. This includes 3 High School Equivalency Graduates who have successfully completed their HSET (High School Equivalency Test) exams. Graduation rehearsal is scheduled for May 6, 2023 at 6:00 pm followed by a meal for the graduates.

Financial Aid

Doni Hatchell, Director of Financial Aid, has been selected to be on the North Carolina Community College System Office Financial Aid Review Team. Financial Aid staff continue to attend workshops in Financial Aid and Veterans Affairs to receive necessary updates.

Continuing Education

Continuing Education staff, in partnership with Montgomery County Schools, participated in the Coffee, Careers, & Conversation event held at Starworks in Star, NC. The objective was to showcase students enrolled in technical pathways, network with community partners and industries, and discuss solutions to the disconnect between employers and trained workers. The Workforce Development Center newsletter for the month of April received excellent reviews and out of the 2,000 plus subscribers over 23% reviewed the newsletter. The average open rate for most organizations is 10%.

Business & Industry Services

NCWorks Center Director Sandra Clyburn and Director of Business and Industry Services Jessica Hamilton presented at the April 20, 2023 Regional Partnership Workforce Board banquet. In their presentation, MCC representatives shared information on services provided to employers, the community, and students.

NC Works

A WIOA Monitoring Audit was conducted in April and the College received initial positive feedback from the audit. A complete report on the WIOA audit will be shared with Administration in the coming weeks.

Heritage Crafts

Pottery students held their Spring Pottery Sale the last week in April in a new location. The sale was held in Blair 139 to allow for more space than in the Pottery Building. The program will look for additional options prior to the Fall sale.

Public Relations and Marketing Report – May, 2023 Meeting

Foundational Initiatives (new tools and resources needed for success)

Design of 2022 Annual Report is underway (arrives July-Aug)

Content collection for Fall Tabloid is underway (in homes early July)

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

Student Stories:

Melissa Shaver, Ashton Williams, Ashleigh Thompson, Madison Atkins and Dad

Press Pickups

2023 Three Student Awards

Social Media Statistics (Facebook)

	Jan 23	Feb 23	Mar 23	Apr 23	May	June	July	Aug	Sept	Oct	Nov	Dec
Reactions	404	611	741	960	1,974	1,211	717	1,126	333	407	941	567
Comment Share	101	146	197	164	727	510	326	195	79	116	207	102
Reached	7,287	9,130	14,920	15,652	18,854	14,451	13,380	14,191	5,746	5,796	9,430	6,350
Engaged	1,842	2,836	2,988	3,778	11,153	8,506	4,458	6,092	4,289	2,232	4,721	2,188
New Followers	30	27	25	27	70	9	42	54	48	27	21	14
Total Followers	3,606	3,626	3,642	3,664	3,377	3,386	3,428	3,477	3,538	3,554	3,572	3,198

Policy 4.2.2 – Live Client Projects

Live client projects are defined as:

- A. Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal or real property; or
- B. Educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

Live client projects are intended to be used exclusively as an educational and learning activity for students and shall not be used as a revenue generating activity nor compete with commercial businesses.

The President is hereby delegated to develop procedures that are consistent with the State Board Code for live client projects.

Live client projects that are owned by private individuals are subject to the guidelines set forth in the Live Client Project Procedures.

Procedure 4.2.2.1 - Live Client Projects

I. Approval for Live Projects

A. Program Based Live Client Projects

For College programs that have a clinical/lab component which are open to the public a routine part of the curriculum and program, the Dean or designee responsible for the program shall make an annual report at the end of each semester to the Vice President of Instruction regarding live client projects. The Vice President is authorized to approve the continued use of live client projects for these programs.

B. Specific Live Client Projects

If an instructor desires to implement a specific or new live client project, the instructor shall provide a completed Request for Live Project form to the program's Dean for approval. The VP of Instruction, VP of Administrative Services and President must also sign the request form prior to beginning work on the project.

The utilization of live projects for a curriculum program shall be based on the following criteria:

- Projects that are appropriate to the current subject material being taught.
- Projects that facilitate meeting current course objectives.
- Projects that can be reasonably accomplished given the time constraints of the course.

II. Client Selection

Preference shall be given to current students, employees and Trustees in selecting clients for live projects. When, however, it becomes necessary to solicit outside clients in order to provide students with enough experience to carry out the desired live project, the instructor responsible for the live project shall adopt specific, written criteria for selecting outside clients. The criteria must be approved in advance by the Vice President for Instruction and shall not be inconsistent be consistent with the State Board Code. The course instructor has discretion on whether or not to undertake a project on the basis of whether or not it fits in with the course curriculum. The instructor will notify the client whether or not the project is accepted, the estimated start and completion date as well as any parts or materials required for the project.

III. Client Charges

Under State Board Code, the College is authorized to charge clients for goods and services produced through live projects. For live projects involving repair or remodeling non-College owned personal and/or real property, the owner of the property shall supply or pay for all parts required. For live projects involving the construction of structures that are sold, produced goods that are sold, or services that are provided, the College shall charge the client for the value of the structures, goods and/or services. Project receipts shall be deposited into an unrestricted institutional account.

IV. Payment for Live Projects

A. The instructor may, at his/her sole discretion, order necessary supplies directly from the supplier as long as those costs involved are repaid prior to release of the project. The purchase must be made through the Business Office by utilizing the College's E-Trieve system, with the applicable institutional account noted on the request. Clients must pay costs directly to the Business Office before the project can be released. The Business Office will issue a receipt after payment, which must be presented to the appropriate instructor as a basis for releasing the project.

B. Travel expenses to and from an off-campus live project site may also be charged to the client at the current mileage rate for private vehicles. Instructors will complete the standard Travel Authorization and Reimbursement form in E-Trieve. Student travel expense to an off-site live project will be handled on an individual basis between the instructor and the student then approved by the program's Dean.

C. Curriculum supplies used solely as teaching aids will not be subject to billing provided they remain the property of the College or are expendable.

D. No instructor or other employee of the College is to receive personal monetary gain from live projects. Per the College's Purchasing Manual, the intent and appearance of unethical or compromising practices in relationships, actions and communications must be avoided. College employees must refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the institution. Therefore, live project supplies shall not be purchased from an employee's personal business, nor will the employee sell any live projects through his/her business.

V. Use of Live Client Project Receipts

All costs that otherwise would not have been incurred absent the live client project shall be supported by funds from the College's account that receives the live client project receipts and shall not be supported from State funds. These costs include, but are not limited to: supplies and materials used in producing the good or service; additional personnel required to serve clients; specialized equipment; liability insurance; and other costs directly related to the live client project as distinguished from an instructional program that does not produce income. In the context of construction live client projects, these costs include, but are not limited to: all building materials; land; land improvements; amounts paid to subcontractors for work not performed by College students or employees; any actual interest paid on construction loans or financing arrangements provided for by a partnering third-party entity; and any legal fees and closing costs that may be required. Live client project receipts may also be used to supplement instructional costs of those programs engaging in live client projects. The instructor responsible for the live project shall maintain detailed records so that the College may prepare annual financial statements and a complete audit of the account may be made after the close of the fiscal year.

A. Where federal programs are involved, federal regulations do not permit goods to be sold. In such programs, goods produced may be used for the benefit of the College or donated to another nonprofit charitable organization, educational agency or institution.

B. For live projects that involve the repair of equipment purchased with State funds or Federal surplus property, the repair of this equipment and its sale as surplus shall follow the State Division of Purchase and Contract regulations. The proceeds of such sales shall be deposited with the State Board of Community Colleges and credited to the College's equipment budget.

C. The College may use a combination of State funds and live client project receipts to support costs associated with providing services to patrons, such as cosmetology and dental hygiene services.

D. If the college decides to discontinue a live client project activity, any unexpended funds in the live client project institutional account shall be used for other live client projects or used consistent with the provisions of 1E SBCCC 700.7.

VI. Construction Live Projects

A. The College shall not engage in live client construction projects that repair or remodel property for companies or individuals that are in the construction business, unless the property undergoing repair or remodeling is used in the usual course of the business and is not being resold.

B. For construction live client projects where a permanent building is constructed on the College's campus or on property owned by the College, the College shall follow all requirements of the General Statutes in acquiring the building materials and any subcontracted work, as well as in disposing of the building and property. College employees on the College's permanent payroll are permitted to perform construction or repair work as long as project costs do not exceed the maximum thresholds established in G.S. 143-135. A project cannot be subdivided to evade the provisions of G.S. 143-135.

VII. Liability Issues

A. Prior to entering into any live client projects, the instructor for the live project must obtain all the appropriate signatures on the Request for Live Project form. The participating clients must sign the form, acknowledging the waiving of all liability for work, projects and services provided by the College. The participating clients shall assume any and all risk, as well as all future liability, for the live client project when the College declares the students/instructor(s) involvement terminated and the live client project finished. No item held by the college shall be deemed a live project or the responsibility of college officials until the appropriate form has been submitted and approved.

B. When a live project has been completed, the property owner will be notified. As applicable, the property owner will have six months to retain their property. If the owner fails to retain the live project property within the six month timeframe the item will become property of the college and disposed of as the college sees fit.

Adopted: September 9, 2019

Updated: March 1, 2023

Legal Citation: 1H SBCCC 300.1

Student Government Association
May 10, 2023

The last Food Truck event for the term is planned for May 3, 2023 as part of “Work Force Wednesday.” The SGA is sponsoring the annual Spring Semester Snack Attacks on May 4, 2023 (morning) and May 8, 2023 (afternoon) to give students a break during exams.

Judith Mendoza-Hernandez has been selected as the SGA President for 2023-2024. Ms. Mendoza-Hernandez is an Associate in Science CCP student from Troy.

The following students have been selected to serve as College Ambassadors:

- Olivia Thomas - Early College Associate in Science – Candor, NC
- Sasha Eury- Associate Degree Nursing – Albemarle, NC
- Wesley Williams – Associate in Science – Robbins, NC
- Carter Griffin – Associate in Engineering – Biscoe, NC

**President's Report
May 10, 2023**

Activities since the April Board Meeting

4/11/23	Cabinet Meeting
4/12/23	Ms. Stanley County (Shelby Sides) came to visit the college
4/13/23	ERP Modernization Signing Ceremony
4/19/23	Meeting with Senator Dave Craven
4/20/23	Rotary Meeting
4/25/23	Cabinet Meeting
4/26/23	Department of Energy Dinner
4/27/23	Director of IE Hiring Committee Meeting
4/27/23	Rotary Meeting
4/27/23	PTK Induction Ceremony
5/1/23	Conducted Interviews for the Director of IE
5/3/23	Workforce Ready Signing Day Celebration
5/3/23	Troy EDC Meeting
5/4/23	Rotary Meeting
5/8/23	BLET Graduation
5/9/23	Cabinet Meeting
5/9/23	Nursing Pinning for MPR

Upcoming Activities

6/5/23	Dr. Donat SACSCOC College Visit
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Board of Trustees Information

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

Summer Camp Schedule

DATE	DESTINATION	TIME
June 19-21	Whistle Stop Culinary Camp	9AM –12PM
July 10-13	Mystery on the Legend Express	9AM–4PM
July 11-12	Photography	9AM–2PM
July 17-20	Drone	9AM–2PM
July 17-18	Teacher Cadet Camp	9AM–12PM
July 18	MCC Allied Health	9AM–2PM
July 24-25	Ag Camp	9AM–12 PM
July 24-25	Medical Careers	1PM–4PM
July 24-27	Pottery	9AM–12 PM
Aug 1-3	Coding	9AM–12 PM



All Camps Are FREE
 Grades 4 –8
 Limited Seats Available
 Transportation NOT Provided
 Call 910-898-9672 to register



Get On Board
 to discover careers with a
 first class ticket for fun!

June 19-21, 9AM –12 PM

Whistle Stop Cafe Culinary Camp

This delicious camp, designed for kids who share a passion for cooking, baking and possibly a career in Culinary Arts. Students will prepare various items including breads, entrees, appetizers and even desserts. We will ask for any dietary restrictions/allergies at camp registration to help assist with any recipe-altering prior to camp start.

July 10-13, 9AM – 4PM

Mystery on the LEGEND Express

Bionetwork and the Montgomery County Sheriff's department are need help solving a mystery. Do you love true crime TV or mystery? Join us to learn about the different careers in law enforcement, how forensic science works and try your hand at lab activities such as DNA profiling and finger printing.

July 11-12, 9AM–2PM

Picture your Future

Are you a creative person interested in capturing life through a lens? Many photographers are self-employed, the hours are flexible so they can meet with current and potential clients or visit the sites that they will photograph. Photographers use their technical expertise and creativity to produce and preserve images that visually tell a story or record an event.

July 17-20, 9AM – 12 PM

Drone Flight Camp

Not only are drones fun to fly, there are many emerging careers that use drone technology. From forest management, photography, emergency services and videography, the uses are endless! Campers will build their own drone, have hands-on flight training as well as learn about FAA guidelines for recreational and commercial use.

July 18, 9AM – 2PM

MCC Allied Health Camp

Come explore different health care careers that you can complete at Montgomery Community College; such as dental assistance, medical office, nursing and phlebotomy. Learn what each profession does and the education path to enter a health care field. Campers will participate in fun activities focused on personal health and hygiene like the importance of handwashing and healthy eating.

July 24-25, 9AM – 12PM

Agriculture Camp

Are you interested in learning about Montgomery County agriculture, including animals, crops, and basic gardening? Join us for Ag Camp! We will explore Montgomery County agriculture and how these skills can be used for hobbies, to be self-sustaining and the careers that can be found in agriculture.

July 24-25, 1PM – 4PM

Medical Career Camp & First Aid

Make the world a safer place and learn about first aid and how to respond to common emergencies. If you feel called to serve your community, working in a medical field may be a good fit. Explore different careers that utilize medical training. There are currently many job opportunities in each of these service-oriented careers where no day is ever the same!

July 24-27, 9AM – 12 PM

Pottery Camp

Pottery Camp teaches students hand building and wheel throwing techniques in a relaxed environment, while being encouraged to express their creative side. While many consider this heritage craft a hobby, career opportunities do exist! Seagrove is thought to have the second highest population of potters in the world. From production pottery such as dinnerware to small business opportunities and one-of-a-kind pieces, craft artists have valuable skills.

August 1-3, 9AM –12PM

Coding Camp - Object-Oriented Programming in Java with Games and Simulations

Technology changes daily, creating a need for people to both create and operate programs. Coding is the foundation of these skills! Starting a coding journey early-on is a great way to provide an excellent set of skills. Computer coding promotes creativity, develops problem solving skills and more importantly, it is really fun!



May 1, 2023

Mr. Burr Sullivan
Chair, State Board of Community Colleges
200 West Jones Street
Raleigh, NC 27603

Dear Chairman Sullivan,

The Montgomery Community College Board of Trustees has conducted a thorough annual evaluation of its College President, Dr. Chad A. Bledsoe. The following is documentation and certification that the reporting requirements outlined in 1C SBCCC 300.2 have been met:

1. The time period for which its president was evaluated and the date the evaluation was completed.

Dr. Bledsoe was evaluated for the time period of March 15, 2022 to March 14, 2023. The evaluation was completed on April 12, 2023.

2. Description of the methodology used for the evaluation.

A presidential evaluation instrument with a performance-based rating scale and a section for comments was presented to the trustees. At the January 11, 2023 Board meeting, Chairman Bulthuis presented information to the Board of Trustees including results of the direct reports' survey, a job description of the President, goals of the President, annual accomplishments of the president and a presidential evaluation instrument. This information was distributed to the members present and mailed to the trustees not at the meeting. Completed instruments were received from 13 of the 13 trustees. Chairman Bulthuis presented a compilation of the evaluation and reviewed the results with the Board of Trustees at the regular monthly Board of Trustees Meeting held on April 12, 2023. Results were shared with Dr. Bledsoe at the April 12, 2023 Board of Trustees meeting. A copy of the written compilation shall become part of the president's permanent personnel file.

3. Certification that the evaluation included an assessment of the president's performance in each of the six categories in 1C SBCCC 300.98.

The evaluation instrument contains 31 items arranged in the required six categories with the opportunity for trustees to offer comments. The categories are these: General Administration; Relationship with the Board; Community Relations; Staff and Personnel Relationships; Academic Administration; Personnel Administration; Fiscal/Facilities Administration; and Personal Attributes.

4. Certification that the full board discussed the evaluation results and the results were discussed with the president.

At the Board of Trustees' Monthly Meeting held on April 12, 2023 the minutes reflect that the Board of Trustees went into Closed Session to discuss the president's evaluation. During the Closed Session, Chairman Bulthuis reviewed all the evaluations with the Board. A copy of Dr. Bledsoe's contract was distributed to each Trustee and discussed by the Board. Following the discussion with the Board, Chairman Bulthuis and the Trustees then shared the results of the evaluation with Dr. Bledsoe.

5. Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories.

There was no need for the Board to take any action regarding the president's performance.

Thank you for the opportunity to share this information and for your excellent leadership as Chairman of the State Board of Community Colleges.

Sincerely,

Claudia B. Bulthuis, Chairman
Montgomery Community College Board of Trustees

cc: Mr. William Carver, Interim NCCCS President
Burr Sullivan, State Board Chairman
Sondra Jarvis, Executive Director of State Board Affairs
Personnel File- Dr. Bledsoe
MCC Board of Trustees



Blaze Your Trail

June 14, 2023	5:30 p.m.
July, 2023	
August 5, 2023	8:00 a.m.
August 9, 2023	11:30 a.m.
August 29, 2023	5:30 p.m.
September 13, 2023	5:30 p.m.
September 22, 2023	6:00 p.m.
October 11, 2023	5:30 p.m.
November 3, 2023	
November 8, 2023	11:30 a.m.
November 8, 2023	5:30 p.m.
November 9, 2023	11:00 a.m.
December, 2023	
December 8, 2023	6:00 p.m.

Board of Trustees Calendar of Events

2023

Committee/Board Meeting
No Board Meeting
Board Retreat(Blair Auditorium)
Foundation Board Meeting
Scholarship Awards Ceremony (Capel Hall - Multi-purpose Room)
Committee/Board Meeting
Foundation Dinner and Raffle Fundraiser (Garner Center)
Committee/Board Meeting
Shooting Clays Tournament (Dewitt's - Ellerbe NC)
Foundation Board Meeting
Committee/Board Meeting
Veterans Day Ceremony- MCC Flagpole
No Board Meeting
Board Christmas Dinner

**Montgomery Community College
County Funds - Board Report for April 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	244,557	201,069	43,488	82%
Benefits	126,063	97,123	28,940	77%
Contracted Services	27,250	21,494	5,756	79%
Supplies & Materials	46,366	42,654	3,712	92%
Professional Development (Travel)	946	135	811	14%
Utilities	337,938	264,804	73,134	78%
1 Repairs & Maintenance	22,513	19,747	2,766	88%
Membership & Dues	925	925	-	100%
Insurance & Bonding	37,149	3,969	33,180	11%
Other Current Expenses	5,603	4,800	803	86%
Non-Capitalized Equipment	1,490	-	1,490	0%
Total Current Expense	850,800	656,720	194,080	77%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2023 Report	1,105,306
Add: Prior FY Property Tax Allocations from County Report	450,562
Add: FY23 Property Tax Allocation from County Report	70,975
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,801,843
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs, School Car, Tree Removal, Parking Lot Striping, roof repairs, office renovation	(158,208)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 04/30/23	\$ 495,501

Montgomery Community College
State Funds - Board Report for April 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time	4,874,402	3,718,956	1,155,446	76%
Salaries- Part Time	898,137	682,305	215,832	76%
Salaries- Full Time & Part Time	5,772,539	4,401,261	1,371,278	76%
Benefits	2,238,783	1,787,424	451,359	80%
Contracted Instruction	139,353	86,857	52,496	62%
Financial/Audit Services	97,684	88,137	9,547	90%
I.T. Contracted Services	4,500	-	4,500	0%
Other Contracted Services	38,113	32,184	5,929	84%
Contracted Services	279,650	207,178	72,472	74%
Supplies & Materials	312,143	200,967	111,176	64%
Professional Development & Travel	118,777	61,164	57,613	51%
Communications	85,121	66,305	18,816	78%
Equipment Repair	31,982	20,843	11,139	65%
Maintenance Agreements	133,817	30,917	102,900	23%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	165,799	51,760	114,039	31%
Advertising	96,218	79,470	16,748	83%
Finish Line Grant	28,101	3,476	24,625	12%
Credit Card Electronic Processing	11,680	4,716	6,964	40%
Short-term Workforce Dev. Grant	12,971	12,971	-	100%
Summer Accelerator Grant	24,663	-	24,663	0%
Longleaf Complete Grant	16,106	-	16,106	0%
Child Care Assistance Grant	55,804	4,044	51,760	7%
Workforce Resilience CE Grants	21,569	4,096	17,473	19%
Other Current Expense	34,493	33,118	1,375	96%
Other Current Services	205,387	62,422	142,965	30%
Software License Renewal	148,249	115,038	33,211	78%
Other I.T. Rentals/ Leases	121,044	63,066	57,978	52%
IT Rentals/Leases/Licenses	269,293	178,104	91,189	66%
Insurance and Bonding	19,492	1,087	18,405	6%

**Montgomery Community College
State Funds - Board Report for April 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Membership & Dues	35,547	16,249	19,298	46%
Minor Equipment Low Risk < \$5K	55,476	47,954	7,522	86%
Minor Equipment High Risk <\$5K	54,880	54,129	751	99%
Minor Equipment	110,356	102,084	8,272	93%
Total Current Expense	9,709,105	7,215,475	2,493,630	74%
Equipment	204,112	64,457	139,655	32%
Perkins Equipment	10,186	9,251	935	91%
Perkins Non-Cap Equipment	7,928	3,755	4,173	47%
Books	39,085	15,815	23,270	40%
Equipment & Books	261,311	93,278	168,034	36%
Total Expenses	9,970,416	7,308,753	2,661,664	73%

Montgomery Community College
Institutional Funds- Board Report for April 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 04/30/23
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	512	275	2,557
Overhead Receipts 75%	14,833	5,559	2,128	18,264
Current General & Miscellaneous	37,481	1,134	1,098	37,517
Administrative Support	4,949	1,030	5,979	-
Overhead Receipts 25%	13,450	1,853	-	15,303
Excess Fee Receipts	-	100	100	-
Textbook Rental	27,488	15,675	12,014	31,149
College Work Study	-	14,896	14,896	-
CARES Act-Institutional	(12,142)	608,350	596,207	-
Lost Revenue HEERF II	157,102	17,828	17,828	157,102
Total Institutional Support	241,258	666,937	650,526	257,669
Forestry Program	5,823	84,511	-	90,334
Specific Fees	117,243	79,029	78,245	118,027
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	100	14,128
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	13,925	1,355	100,918
Golden Leaf FY20	-	-	-	-
Total Curriculum Instruction & Fees	227,624	177,465	79,700	325,389
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	38,755	16,676	122,201
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	376	2,168	7,553
Specific Fees: Occupational Extension	118,139	27,549	46,772	98,917
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	29,500	31,125
2 DOL-AWESM Grant	(10,131)	42,954	41,242	(8,419)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	2,229	(2,229)
Total Cont Ed/Non-Curriculum Inst & Fees	279,950	127,634	138,586	268,998
4 NCWorks Grant Adult Services/Dislocated Worker	-	107,529	148,831	(41,302)
NCWorks Finish Line Grant	-	1,745	1,745	-
Total NC Works	-	109,274	150,576	(41,302)
Operational Funds	42,251	1,000	24,101	19,150
5 Sales Tax Utilization	-	138,369	158,208	(19,839)
Agricultural Expansion	-	68,156	3,500	64,656
Total Plant Operation & Maintenance	42,251	207,525	185,809	63,967
Library Fund	-	275	-	275
Vending	18,589	11,414	7,288	22,715
Bookstore Vending	66,523	4,880	-	71,403
General Store	1,338	9	-	1,347
Parking Fee	31,531	2,648	-	34,179
Student Government Association	47,960	23,133	11,893	59,200
Graduation Fund	2,007	4,795	3,651	3,151
Student Ambassador	31,601	2,470	249	33,822

Montgomery Community College
Institutional Funds- Board Report for April 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 04/30/23
Club Accounts	70,612	-	-	70,612
6 Agency Fund	(12,460)	-	-	(12,460)
Funds for Others	6,276	-	-	6,276
Restricted Scholarships Held	-	-	-	-
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	263,976	49,625	23,081	290,521
GEER Scholarship	161	-	-	161
FSEOG	846	33,136	33,136	846
7 Pell Grant	(8,589)	822,894	823,756	(9,451)
Education Lottery Scholarship	-	51,084	50,318	766
Golden LEAF	-	31,468	31,468	-
NC Community College Grant	(225)	52,442	50,858	1,359
High Demand/Low Enrollment	-	1,272	1,272	-
8 MCC Foundation Scholarship	-	135,504	135,514	(10)
Wells Fargo Scholarship	-	500	500	-
Less Than Half-time	-	1,140	1,140	-
SGA President Scholarship	-	1,500	1,500	-
SECU Scholarships	-	6,250	6,250	-
LongLeaf Commitment Grant	836	40,828	36,490	5,174
NCSEAA FELPS Sch	-	5,250	5,250	-
STWD Short-Term Workforce Development	-	12,971	12,971	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(6,971)	1,196,239	1,190,423	(1,155)
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Bond-Blair Hall & Outside Amphitheater	-	-	-	-
Metal Finishing Lab	56,609	-	50,540	6,069
SCIF: Capel Hall Reno #2672	-	90,500	90,500	-
Golden LEAF-FY2020-085	-	-	-	-
Total Capital Assets	56,609	90,500	141,040	6,069
Total Institutional Funds: First Bank	1,104,698	2,625,200	2,559,741	1,170,157
STIF Account as of 04/30/23		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		752	45,180	45,933
Self Supporting- Continuing Education		182	10,922	11,104
Technology Fees		1,336	80,218	81,554
Bookstore		1,055	63,324	64,379
Total Institutional Funds: State Treasury		3,325	199,644	202,969
1 Pell Overpayment(Due from Students)				
2 Due from Forsyth Tech				
3 Due from State				
4 Due from NC Works (WIOA)				
5 Due from County				
6 FA Bookstore Charges				
7 Due from Students				
8 Due from MCC Foundation				

Montgomery Community College Foundation

Funds Statement FY 2022-2023

Fiscal Year To Date 7/1/2022 thru 6/30/2023			
Wells Fargo	STIF	First Bank	Total

Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
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Receipts				
Interest/Dividends	\$86,702.29	\$4,714.63	\$21.92	\$91,438.84
Deposits	\$62,759.20	\$61,875.88	\$183,376.97	\$308,012.05
Total Receipts	\$149,461.49	\$66,590.51	\$183,398.89	\$399,450.89

Disbursements				
Fees/Withdrawals	\$151,262.23	\$66,752.61	\$183,228.60	\$401,243.44
Total Disbursements	\$151,262.23	\$66,752.61	\$183,228.60	\$401,243.44

Market Value Net Change	\$228,151.28	\$0.00	\$0.00	\$228,151.28
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Ending Value	\$3,886,837.18	\$285,675.50	\$129,230.53	\$4,301,743.21
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Net Change	\$226,350.54	(\$162.10)	\$170.29	\$226,358.73
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Month of April 2023			
Wells Fargo	STIF	First Bank	Total

\$3,875,203.57	\$285,753.43	\$135,574.86	\$4,296,531.86
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\$4,734.61	\$715.47	\$2.29	\$5,452.37
\$12,467.00	\$5,567.00	19,715.70	\$37,749.70
\$17,201.61	\$6,282.47	\$19,717.99	\$43,202.07

\$56,433.65	\$6,360.40	\$26,062.32	\$88,856.37
\$56,433.65	\$6,360.40	\$26,062.32	\$88,856.37

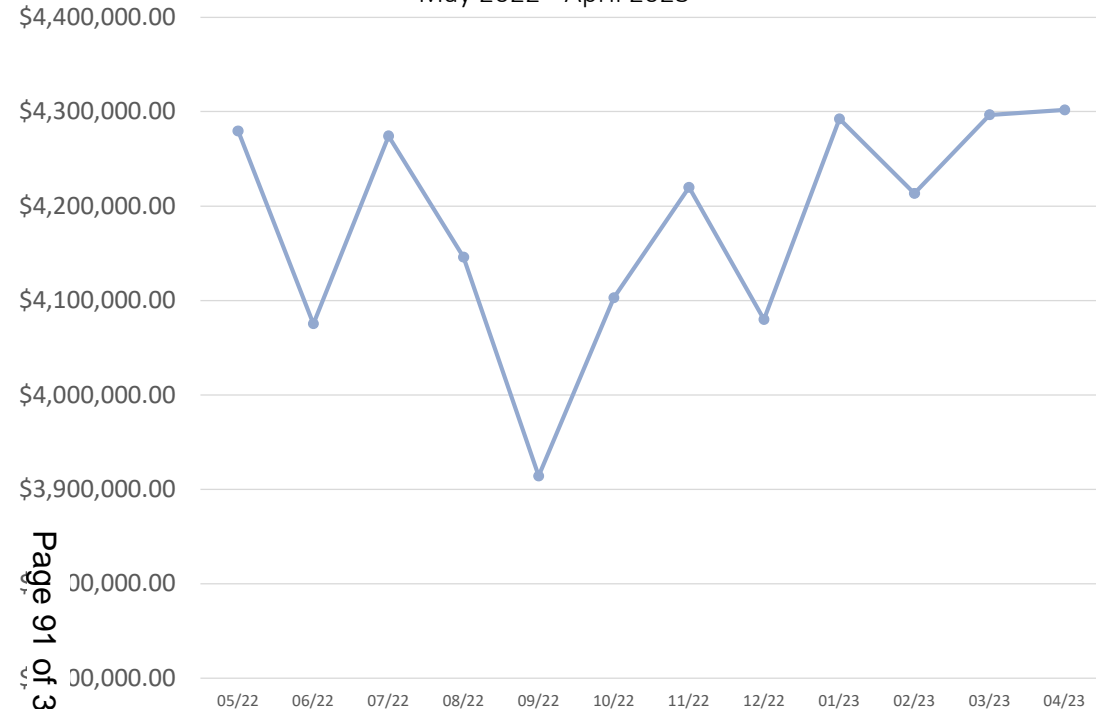
\$50,865.65	\$0.00	\$0.00	\$50,865.65
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\$3,886,837.18	\$285,675.50	\$129,230.53	\$4,301,743.21
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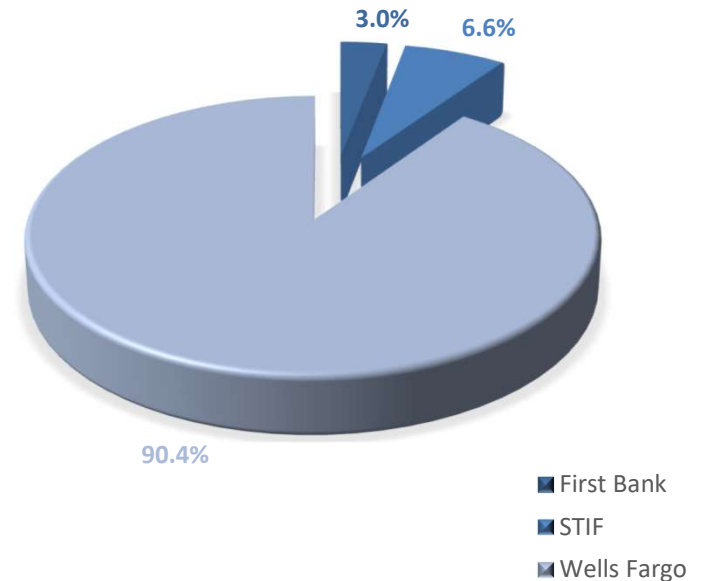
\$11,633.61	(\$77.93)	(\$6,344.33)	\$5,211.35
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Foundation Funds Value

May 2022 - April 2023



Foundation Funds Distribution





In-Kind Contribution Transfer

GRANTEE ORGANIZATION

Organization: Montgomery Community College Foundation
Program: MCC Welding Department
Program Contact: Michael Holder

DONOR INFORMATION

Donor's Name: Jordan Innovative Fabrication
Address: 275 Sedberry Road Biscoe, NC 27209
Phone:
Email:
Date Provided: April 17, 2023

To the best of our knowledge the below goods and/or services were donated to our organization in support of the program listed below.

Description of Donation	Fair Market Value	Transfer To
(3) pieces of 16GA(.0538MN) X 48 X 8 metal & (17) pieces of 1/8 X 8 X 20	\$1,108.95	Welding Department
TOTAL:		\$1,108.95

Gift Acceptance Policy - The donation Fair Market Value (FMV) shall not be specified in the donation acknowledgement letter. Non-cash donations shall be acknowledged and accepted by the Foundation Board of Directors. The Foundation Board of Directors shall approve transfer of non-cash donations intended for the College. Donations shall be acknowledged and accepted by the College Board of Trustees. All non-cash donations shall be entered into the Foundation financial records.

Approved on: _____

1011 Page Street · Troy, NC 27371 · (910) 898-9603 · tuckere5282@montgomery.edu

Montgomery Community College Foundation is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; Tax ID #56-1834221



In-Kind Contribution Transfer

GRANTEE ORGANIZATION

Organization: Montgomery Community College Foundation
Program: MCC Gunsmithing Department
Program Contact: Mark Dye

DONOR INFORMATION

Donor's Name: Boon and Mary Chesson
Address: 1401 Cortland Rd. West
Charlotte, NC 28209
Phone:
Email:
Date Provided: March 13, 2023

To the best of our knowledge the below goods and/or services were donated to our organization in support of the program listed below.

Description of Donation	Fair Market Value	Transfer To
Engraving ball, a set of engraving hand tools, and some engraving books	\$300.00	Gunsmithing Department
TOTAL:		\$300.00

Gift Acceptance Policy - The donation Fair Market Value (FMV) shall not be specified in the donation acknowledgement letter. Non-cash donations shall be acknowledged and accepted by the Foundation Board of Directors. The Foundation Board of Directors shall approve transfer of non-cash donations intended for the College. Donations shall be acknowledged and accepted by the College Board of Trustees. All non-cash donations shall be entered into the Foundation financial records.

Approved on: _____

1011 Page Street · Troy, NC 27371 · (910) 898-9603 · tuckere5282@montgomery.edu

Montgomery Community College Foundation is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; Tax ID #56-1834221

Grants Applied or in Process 2022/2023					
People Helping People (REMC)	Fee Assistance for HiSET (High School Equivalency Testing(Funding to assist low-income High School Equivalency students who cannot afford the HiSET testing fees.	1 Year	\$1,000	Submitted May 30, 2023
NCEM State & Local Cybersecurity Grant Program (SLCGP)	MCC Cybersecurity Enhancement Program	MCC is applying for this SLCGP funding to add an additional layer of security to our cloud environment with a virtual firewall and a more secure environment for servers.	4 Years	\$80,132	Submitted April 24, 2023
Montgomery Fund	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted April 18, 2023
Lowe's Foundation - Gable Grants	Enhancing the Skilled Trades Programs at Montgomery Community College	A two-year grant to help build a sustainable infrastructure of innovative training programs to cultivate more job-ready tradespeople and address the skilled trades labor shortage throughout the U.S. The Lowe's Foundation Gable Grants program will also aim to increase the number of young and diverse tradespeople, particularly from underrepresented and rural communities.	2 year	\$375,000	Submitted April 6, 2023 Denied May, 2023
Grants Awarded 2022 - 2023					
UNC System Faculty Awards for Southeast Asian Studies	From the CIA's Secret Base of Long Cheng, Laos to the Carolinas: The North Carolina Hmong Project - A Journey Worth Sharing	This project will begin the documentary of the Hmong stories in North Carolina as part of the 50th Anniversary of the Hmong massive exodus out of Laos as refugees. A traveling museum will be developed from these stories and shared with other community colleges and universities.	1 year	\$3,000	Submitted March 2023 Approved April 2023
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA - W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted October 2022 West - Approved February 2023 East - Approved March 2023
NC State University	North Carolina Agricultural Education Student Beekeeping Grant	Grant funding is available in each North Carolina County for FFA Chapters serving high school students to create and continue beekeeping programs.	3 Year	\$1,500	Submitted April 7, 2022 Approved June 2022

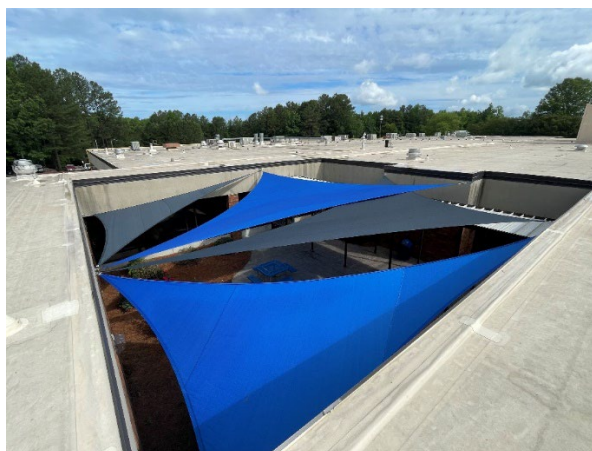
Montgomery Community College Facilities and Construction Update June 2023

Construction

- **Blair Hall (100) Renovation, HVAC and Roof Replacement**
 - 1st phase for roof replacement – The roofing project has been completed.
 - 2nd phase (building renovations and HVAC upgrades) has passed its final inspection from the state. The close out of this project is in progress.
 - Budget: (NC Bond) \$3,895,000 (Golden Leaf) \$150,000
 - Disbursed to Date: (NC Bond) \$3,519,249 (Golden Leaf) \$150,000

Facilities

- **Buildings**
 - New custom shade sails were installed in front of Student Services in the courtyard. The shades have reduced the amount of sun shining into the windows at Student Services and has created an inviting place for students and employees.




- Maintenance has begun to retrofit old fluorescent light fixtures in Capel Hall's restrooms to LED lights. This summer maintenance will be replacing 200+ fluorescent lights in the Multi-purpose room to LEDs.


NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College 

Project Name **NCCCS Project No.**

Campus  **County**

I. TYPE OF PROJECT:

II. DESCRIPTION OF PROJECT:

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

Insert project and amendment description here.

Building 100 (64,090 sq. ft), Building 200 (44,800 sq. ft), Building 300 (3,878 sq. ft), Building 500 (8,600 sq. ft), Building 600 (6,378 sq. ft) and Building 700 (7,150 sq. ft) will have upgrades to security by implementing keyless entry to all exterior doors and a select number of interior doors. Eighteen (18) exterior doors and twelve (12) interior doors were identified for this project. The new upgrades will have a "lockdown" feature to secure all campus buildings in emergency situations. A large part of this project will include modifications of our exterior entry and interior doors to accommodate keyless entry.

- ☐ **Project to be constructed/renovated on college owned property**
- ☐ **Project to be constructed/renovated on leased property**

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

This form was prepared by:

Name:

Signature:

Contact Number:

Date:

CPC Signature:

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

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

2. Demolition (not in III B)

Subtotal "A"

0.00

B. CONSTRUCTION

1. Design Fee

0.00

2. Construction.....

190,000.00

3. Construction Contingency

9,500.00

4. Other Contracts

5. Other Fees

Subtotal "B"

199,500.00

C. Other Costs

1. Initial Equipment.....

2. Work Performed by Owner

Subtotal "C"

0.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**\$199,500.00****IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated

2. County Bonds

3. ▼4. ▼5. ▼**Subtotal "A"**

0.00

**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**1. ▼2. ▼3. ▼**Subtotal "B"**

0.00

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code 42120 R&R SCIF \$400M ▼

199,500.00

2. Budget Code ▼3. Budget Code ▼4. Budget Code ▼**Subtotal "C"**

199,500.00

Total Sources of Funds Available (IV A, B, C)**199,500.00****D. UNIDENTIFIED FUNDS**

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

Subtotal "D"

0.00

Total Sources of Funds Including Unidentified**\$199,500.00**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$199,500.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 6/14/2023.

- ☒ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.
- ☒ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

**Montgomery Community College
Employee Appointments
May 2023**



Gunsmithing Instructor - On May 1, 2023, **Alex Williams** was hired as a 12 Month Gunsmithing Instructor. He holds an Associate's degree in Gunsmithing from Montgomery Community College. He attended MCC's Gunsmithing program from August 2015 – July 2017. Prior to accepting this position, Alex served as the Program Coordinator of Short-Term Gunsmithing Courses for MCC from November 2017 to April 2017. Prior to coming to MCC, he worked as a General Manager for UHaul from February 2013- August 2015.

Office #158, 910-898-9744 (ext.744) williamsa4158@montgomery.edu



Program Facilitator of Short-Term Gunsmithing Courses - On May 15, 2023, **Michael Gardner** was hired as the Program Facilitator of Short-Term Gunsmithing Courses. He holds a Bachelor's degree in Religious Education with a minor in Pastoral Ministry from Heritage Bible College. He holds an Associate's degree from MCC in Gunsmithing and an Associate's degree from Jefferson Community College in Humanities and Social Sciences. Prior to accepting this position, Michael worked for Victory Arms and Munitions as a Gunsmith from November 2021 to May 2023. His other past career positions were a Freight Segregation Supervisor with Kaplan Early Learning Company from July 2021 to March 2022, an Intern Armorer with OST from June 2021 – July 2021 and an Assistant Customer Service Manager with Harris Teeter from November 2016 – May 2021.

Office #158, 910-898- 9742 (ext.742) gardnerm8558@montgomery.edu

**Montgomery Community College
Employee Separations
May, 2023**

Matthew Mutarelli – Gunsmithing Instructor– On May 31, 2022, **Matthew Mutarelli**, separated from Montgomery Community College. **Matthew** served MCC for 8 years from 08/2015 to 05/2023.

The GunSmithing Instructor will provide classroom and lab instruction for various subjects related to Gunsmithing. Course content will introduce the basic skills needed to refurbish metal, wood, composites, and laminates as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks such as restoration of firearms, stock making, barrel work, and repair and custom work. In conjunction with the direct supervisor, evaluate and improve program quality; stay abreast of applicable regulations applied to the industry; and complete all required paperwork accurately and in a timely manner. This position is a 12-month position and will include day, night, and weekend shifts.

TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

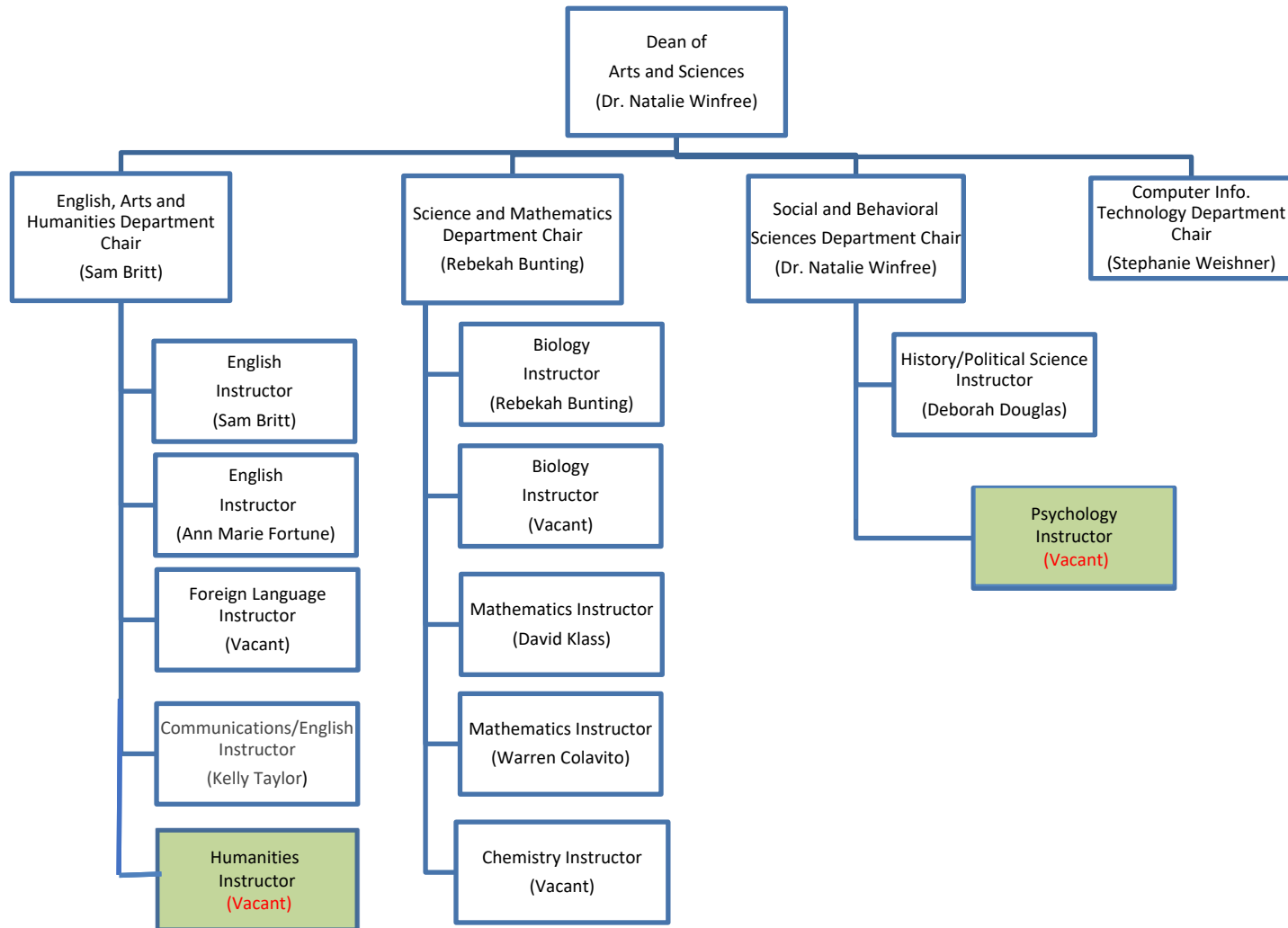
<input type="checkbox"/>	Out-of-State Travel	<input type="checkbox"/>	Confirmation of Verbal Approval	<input type="checkbox"/>	In-state Excess
<input type="checkbox"/>	Out-of Country Travel	<input checked="" type="checkbox"/>	*Blanket Travel Authorization	<input type="checkbox"/>	Initial Request
<input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

TRAVELERS: Dr. Chad Bledsoe			
TRAVEL TO: Local and Regional Meetings		SOURCE OF FUNDS: State	
MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle		SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
REQUESTING DEPARTMENT: President's Office		DEPARTMENTAL APPROVAL	
		DIVISION HEAD	DATE
		DEPARTMENT HEAD	DATE
TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING	PERIOD ENDING	
	July 1, 2023	June 30, 2024	
PURPOSE AND EXPLANATORY REMARKS -- Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate. Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, SACSCOC Annual Conference, SHOT Show, President's Conferences and the NRA Convention.			
LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:			

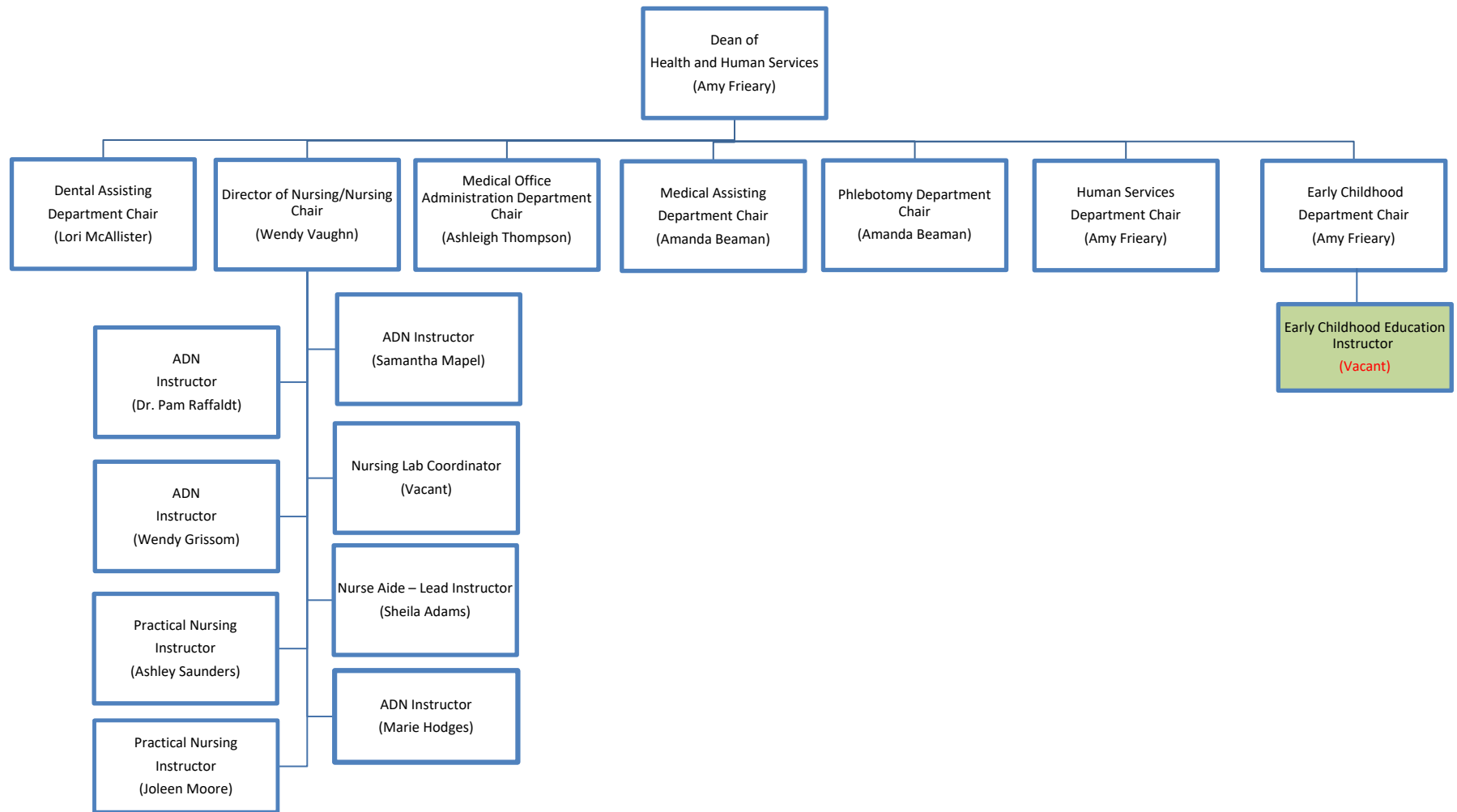
(THIS SECTION FOR STATE OFFICE USE ONLY)

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

Instruction/SS (Arts and Sciences)



Instruction/SS (Health and Human Services)



Updated June 1, 2023



**FT Instructor, Early Childhood
Education, 9 Month**

Class Code:
FF_HH_CHILDED9

MONTGOMERY COMMUNITY COLLEGE
Established Date: Jun 5, 2023
Revision Date: Jun 5, 2023

SALARY RANGE

\$3,784.00 Monthly
\$45,408.00 Annually

POSITION DESCRIPTION:

Provide instruction in the discipline area of Early Childhood or Dual Early Childhood & Human Services in a community college setting. The student population may be a combination of high school, early college, and adult learners. Instruction should focus on student success and promote an environment of life long learning.

ESSENTIAL RESPONSIBILITIES:

Creating an effective learning environment.

- * Keeping current with information and skills in the respective teaching field.
- * Serving on college committees and attending meeting as assigned and/or requested.
- * Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- * Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- * Maintaining current course syllabi.
- * Maintaining accurate records such as:

Daily attendance

Grades

Veterans and financial aid attendance reports

Other assigned instructional records

- * Assisting in selection of textbooks, equipment, and supplies for each course.
- * Initiating requests for equipment and supplies.
- * Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- * Attending graduation functions and ceremonies.
- * Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- * Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- * Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- * Maintaining a high level of professionalism as a representative of the college.
- * Assisting the Department Chair/Director with updating the curriculum web page.
- * Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

QUALIFICATIONS & DEGREE REQUIREMENTS:

Requires a Master's degree in Early Childhood OR a Master's degree in a related field with 18 graduate semester hours in the area of instruction. Three years of community college teaching experience utilizing learning management system (Blackboard) is preferred.

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Montgomery Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



FT Instructor, Humanities, 9 Month

Class Code:
FF_AS_HUMAN09

MONTGOMERY COMMUNITY COLLEGE

Established Date: Jun 5, 2023

Revision Date: Jun 5, 2023

SALARY RANGE

\$3,784.00 Monthly
\$45,408.00 Annually

POSITION DESCRIPTION:

Provide instruction in the discipline area of Humanities in a community college setting. The student population may be a combination of high school, early college, and adult learners. Instruction should focus on student success and promote an environment of life long learning.

ESSENTIAL RESPONSIBILITIES:

Creating an effective learning environment.

- * Keeping current with information and skills in the respective teaching field.
- * Serving on college committees and attending meeting as assigned and/or requested.
- * Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- * Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- * Maintaining current course syllabi.
- * Maintaining accurate records such as:

Daily attendance

Grades

Veterans and financial aid attendance reports

Other assigned instructional records

- * Assisting in selection of textbooks, equipment, and supplies for each course.
- * Initiating requests for equipment and supplies.
- * Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- * Attending graduation functions and ceremonies.
- * Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- * Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- * Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- * Maintaining a high level of professionalism as a representative of the college.
- * Assisting the Department Chair/Director with updating the curriculum web page.
- * Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

QUALIFICATIONS & DEGREE REQUIREMENTS:

Requires a Master's degree in Humanities OR a Master's degree in a related field with 18 graduate semester hours in the area of instruction. Three years of community college teaching experience utilizing learning management system (Blackboard) is preferred.

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Montgomery Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



FT Instructor, Psychology, 9 Month

Class Code:
FF_AS_PSYCH09

MONTGOMERY COMMUNITY COLLEGE

Established Date: Jun 5, 2023

Revision Date: Jun 5, 2023

SALARY RANGE

\$3,784.00 Monthly
\$45,408.00 Annually

POSITION DESCRIPTION:

Provide instruction in the discipline area of Psychology & Sociology in a community college setting. The student population may be a combination of high school, early college, and adult learners. Instruction should focus on student success and promote an environment of life long learning.

ESSENTIAL RESPONSIBILITIES:

Creating an effective learning environment.

- * Keeping current with information and skills in the respective teaching field.
- * Serving on college committees and attending meeting as assigned and/or requested.
- * Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- * Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- * Maintaining current course syllabi.
- * Maintaining accurate records such as:

Daily attendance

Grades

Veterans and financial aid attendance reports

Other assigned instructional records

- * Assisting in selection of textbooks, equipment, and supplies for each course.
- * Initiating requests for equipment and supplies.
- * Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- * Attending graduation functions and ceremonies.
- * Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- * Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- * Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- * Maintaining a high level of professionalism as a representative of the college.
- * Assisting the Department Chair/Director with updating the curriculum web page.
- * Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

QUALIFICATIONS & DEGREE REQUIREMENTS:

Requires a Master's degree in Psychology OR a Master's degree in a related field with 18 graduate semester hours in the area of instruction. Three years of community college teaching experience utilizing learning management system (Blackboard) is preferred.

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Montgomery Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Policy 3.2.5 - Annual Leave

I. Amount Earned

Each full-time employee, eligible to earn annual leave, who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Employees shall earn annual leave rate at the following rate:

Years of Total

State Service Year	Hours Earned Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 2	7.83 hrs.	94	11.75
2 but less than 5	9.17 hrs.	110	13.75
5 but less than 10	11.17 hrs.	134	16.75
10 but less than 15	13.17 hrs.	158	19.75
15 but less than 20	15.17 hrs.	182	22.75
20 or more	17.17 hrs.	206	25.75

II. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

III. Advancement

A. Annual leave may be advanced by the President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.

B. For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave s/he would earn during the remainder of the fiscal year.

C. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-uneared annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

IV. Accepted Uses

The primary purpose of annual leave is to allow for employee vacations.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V. Other Procedures

A. Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in units of thirty (30) minute increments.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.
3. Payment for annual leave will be made on the regular payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.
4. Retirement deductions shall be made from all annual leave payouts.
5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave For new employees, the College ~~does not accept~~ may accept up to 80 hours of annual leave from other state agencies or local educational entities. The College does not accept other forms of leave (i.e. Bonus Leave) except Sick Leave as defined in Policy 3.4.2.

D. Annual Leave Records The College shall maintain records for annual leave earned and taken for each employee. The College shall retain all annual leave records of all separated employees for a period of at least five years from the date of separation. It is the employee's responsibility to report any discrepancy or problem with his/her annual leave balance to Human Resources.

Adopted: May 8, 2019

Revised: *****

Board Report

Instruction and Student Services

June 14, 2023

Instruction

Health and Human Services

The first ADN student has taken and passed the new NextGen NCLEX exam. The remaining ADN and LPN students have scheduled their exams. All three of the Medical Assisting graduates have job placements with two out of the three already completing their CMA (Certified Medical Assistants) exam. Dental Assisting Program has a full class, twenty students, for the fall semester 2023.

Career and Technical Education

The Facilities Maintenance Technology – Carpentry students have completed the storage shed for the Troy Habitat house build. The building will be moved on-site of the house in coming weeks.



Arts and Sciences

Graduates from University Transfer programs, traditional and dual enrolled have been accepted numerous institutions including; Appalachian State University, University of North Carolina- Chapel Hill, University of North Carolina- Asheville, University of North Carolina Charlotte, University of North Carolina – Greensboro, University of North Carolina- Wilmington, NC State University, North Carolina A&T State University, Guilford College, and Winston Salem State University, and others.

Gunsmithing

The two Gunsmithing students selected by the Department of Energy have departed for their internship in Arkansas. The Benelli USA Firearms representatives will be on campus June 14, 2023 to discuss intern opportunities for our students in the future. Their plan is to develop a program similar to what the Department of Energy currently has in place.

Student Services

Admissions and Retention

Twenty-two Early College students will return next year for the “fifth year options” to complete additional credits, including the Associate in Engineering Degree. This is the largest group to utilize the option. Recruitment activities continue at area high schools and community events. The College provided tutoring (online, face-to-face, and open study hall) to over 385 students this academic year.

Registrar

The final Spring Graduation numbers included 282 unduplicated students completing 322 Degrees, Diplomas, and Certificates. An additional 49 students will complete their programs at the end of the Summer term with 60 additional Degrees, Diplomas, and Certificates. One hundred forty-two students participated in the 2023 Graduation. Early College Students earned 36 Associate Degrees as well as 45 Certificates.

Financial Aid

The Financial Aid office awarded over a million dollars in aid, scholarships, and grants, including awarding over \$24,000 for students for the summer. The Longleaf Commitment grant monies have been awarded and reconciled. The College awarded over 70 Montgomery Scholar Scholarships at the Montgomery Central High School awards ceremony.

Continuing Education

Business and Industry

The 27th Class of Leadership Montgomery graduated on May 16, 2023 including our very own Michelle Grit, Dean of Student Services, and Emily Tucker, Director of Resource Development. Two CPR, First Aid and AED class were provided for DR Reynolds with 30 employees receiving certification. Summer Camps are being advertised and rapidly filling up. Summer camps are a partnership with Montgomery County Schools and will be free to students. Jessica Hamilton, Director of Business & Industry attended a Biscoe Lions Club meeting and provided a Workforce Development Service and opportunity update.

Health and Public Safety

Staff in the Health and Public Safety department have applied for a \$5000 AgSouth grant to continue development of the agriculture rescue program.

Heritage Crafts

Summer Pottery classes have a total of 54 students enrolled and students are enjoying learning from our three new instructors. The Spring Pottery sale was well received, and raised over of \$2,600.

Small Business Center

In efforts to increase awareness about available services and seminars, the Small Business Center now has a second billboard location and a digital ad at Zeno's Restaurant.

NC Works Center

The NC Works Center is in the process of transferring Workforce Development Boards. Current workforce board staff are completing inventories and audits of cases to transfer over to the new Workforce Development Board.

2023 - 2024 STUDENT FEES

Fee		CONTINUING EDUCATION		Fee		CURRICULUM	
\$5		Technology - Computer Classes (Computer Repair and Upgrade Classes)		\$5		Parking	
\$45 \$40		Graduation Fee (GED/AHS)		\$16		Technology - Computer (per student per term)	
*Fees for Heritage Crafts and Continuing Education courses are listed in the advertised cost of the course and are based on the actual cost of the materials needed for the specific course.				\$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	
				\$45 \$40		Graduation Fee	
				\$5		(Each additional degree, diploma, and/or certificate)	
Continuing Education Individual Class Fees				Curriculum Individual Class Fees			
\$2,800 \$2,500		Truck Driver Training		\$25		AHR 110 Intro to Refrigeration	
\$100 - \$220		Insurance online classes *fee amount dependent upon specific class taken		\$85		DEN 102 Dental Materials	
\$30 - \$200		CE Heritage Crafts classes *fee amount dependent upon specific class taken and cost of supplies for the course		\$138		DEN 106 Clinical Practice I	
\$138		Background check & drug test for Health & Public Safety programs		\$50		DEN 112 Dental Radiography	
\$75		NRA – Occupational NRA classes, includes a meal		\$25		ELC 112 DC/AC Electricity	
\$66.50		Advanced EMT online test bank access fee		\$25		ELC 113 Residential Wiring	
\$49		EMT online test bank access fee		\$100 \$50		ELC 117 Motors and Controls	
\$30		MIG – TIG Stick Welding *fee charged for each course taken		\$100		GSM 111 Gunsmithing I	
\$25		Taxidermy *fee charged for each course taken		\$100		GSM 120 Gunsmithing Tools	
\$22.50		EMR online testing access fee		\$40		GSM 225 Gunmetal Refinishing	
\$20		Bricklaying		\$15		MED 140 Exam Room Procedures I	
\$10		CB Bridges – FirstHealth Orientation		\$150		MED 150 Lab Procedures I	
\$8		CE CPR card		\$15		MED 240 Exam Room Procedures II	
\$8		OSHA card		\$125		MED-264 Medical Assisting AAMA Certification Exam Fee	
\$5		Digital Photography		\$50		ADN/PN – Lab Simulation (NUR-101, NUR-111)	
\$15 \$2		Pottery Lab *fee charged for each course taken		\$3,236.75 (\$647.35/term)		Nursing: ADN ATI Program fee (NUR-111, 112, 113, 114, 213)	
\$35		Fire/Rescue Expo participation fee		\$2,113.26 (\$1,056.63/term)		Nursing: PN ATI Program fee (NUR-101, 102BB)	
\$35		LP Gas Burn participant fee		\$59.60		ADN Fall semester My Clinical Exchange fee (NUR-111)	
				\$39.60		PN Fall semester My Clinical Exchange fee (NUR-101)	
				\$50		PBT 100 Phlebotomy Technology	
				\$185		PBT-101 Phlebotomy Practicum	
				\$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			
.3		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	
.60		Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)		\$1.60		Accident Insurance Fee (per student per term)	

Page 116 of 116

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 121AB fee = \$7.50 for a total of \$15).

Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Montgomery Community College

Curriculum Title Human Services Technology: Developmental Disabilities Concentration

Curriculum Code: A5538A

Contact Person: R. Lee Proctor Phone Number: (910) 898-9660

Email Address: proctorr3159@montgomery.edu

Termination Semester: ☐ Fall ☐ Spring ☐ Summer 2023

Termination is for (check appropriate settings): X Campus ☐ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: ☐ Low Enrollment* X No Enrollment*

☐ Other* College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination):

Program has always had low enrollment and did not seem to meet the needs of community partners. The addition of the Social Services Concentration to the Human Services Technology program better meets the needs of the service area.

Is the curriculum program part of a collaborative/Level III ISA plan? ☐ Yes X No

If so, have participating colleges been notified of termination? ☐ Yes ☐ No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

☐ Yes X No

Is equipment available for transfer? ☐ Yes X No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please scan/email this form to: Director of Academic Programs, NC Community College System Office,
programs@ncccommunitycolleges.edu

Program Termination Procedures

Editorial Rev. 04/29/21; Editorial Revision 3/31/22; Editorial Rev. 6/14/22.

5-1

Level-Two Instructional Service Agreement (ISA)

The Level-Two ISA should be utilized when two or more colleges plan to jointly offer curriculum or continuing education courses by sharing resources. The Level-Two ISA should only be used when a certificate, diploma or degree is not awarded. One or more of the participating colleges must be approved to offer the curriculum courses in an approved program of study or offer the continuing education course that has been approved by the State Board. FTE may be shared between the participating colleges. (The following agreement format is suggested.)

College Offering the Course(s): Richmond Community College

Participating College: Montgomery Community College

Contact Person: Name: John I. Kester College: Richmond Community College

Phone Number: (910) 410-1708 Email Address: jikester@richmondcc.edu

Contact Person: Name: Hunter L. Smith College: Montgomery Community College

Phone Number: (910) 898-9670 Email Address: smithh6902@montgomery.edu

Curriculum Course Prefix/Code/Title(s):

or

Continuing Education Course Prefix/Code/Title(s): TRA-3607 Truck Driver Training (S14755)

(Please select either curriculum courses or continuing education courses. Utilize a separate form for each area if colleges are jointly offering both type of courses.)

Proposed Starting Semester: ☒ **Fall** ☐ **Spring** ☐ **Summer** **Year** 2023

Plan for Delivery of the Course(s):

- ☐ NC Information Highway: _____
- ☐ Other Classroom and range operations will be provided by Richmond Community College at an agreed upon site recommended and secured by Montgomery Community College

Proration of Resources: Instructor cost, maintenance fees and fuel expenses will be divided amongst the two colleges with RichmondCC responsible for 75% of the expenses and MontgomeryCC responsible for 25% of the expenses.

Level-Two ISA Page 1 of 2

Proration of FTE (if applicable): The FTE earned will be assigned proportionally to the shared expenses with RichmondCC receiving 75% and MontgomeryCC receiving 25% of the earned FTE.

Termination Time Frame and Conditions: At the request of either college with at least one year of notification, or any timeframe agreed to by both colleges.

Other Terms of the Agreement: Montgomery Community College will be responsible for promoting the program and recruiting students and students will register through the MontgomeryCC website that will be linked to RichmondCC's Destiny One student management system.

This Agreement meets the requirements in 1D SBCCC 400.7 (b) and has been mutually agreed upon by the president and board of trustees for each institution.

Institution: _____

Institution: _____

Signature, President Date

Signature, President Date

Signature, Board of Trustees Chair Date

Signature, Board of Trustees Chair Date

The Board of Trustees may delegate authority to the College President to enter into a Level-Two ISA. If delegation has been authorized, please indicate by checking the following box: *Y*

The Board of Trustees may delegate authority to the College President to enter into a Level-Two ISA. If delegation has been authorized, please indicate by checking the following box: *Y*

A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Please send one original to the System Office. This agreement must be **filed** with the System Office **prior** to implementation of the course(s). Each college must maintain a signed copy of this agreement at the local institution.

Level-Two ISA Page 2 of 2

Public Relations and Marketing Report – June, 2023 Meeting

Foundational Initiatives (new tools and resources needed for success)

Design of 2022 Annual Report is underway (arrives July-Aug)

Content collection for Fall Tabloid is underway (in homes early July)

New enrollment campaign underway to replace the “Get” campaign of two years duration

Carthage Buggyfest Print Ad

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

New ConEd Leadership

Leadership Program (Hamilton, Friary)

Phi Theta Kappa Induction Ceremony

Kids Summer Camps

BLET Graduation

Nurse Pinning Ceremony

Leadership Montgomery

Press Pickups

New ConEd Leadership

Leadership Program (Hamilton, Friary)

Phi Theta Kappa Induction Ceremony



Social Media Statistics (Facebook)

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June	July	Aug	Sept	Oct	Nov	Dec
Reactions	404	611	741	960	3,275	1,211	717	1,126	333	407	941	567
Comment Share	101	146	197	164	906	510	326	195	79	116	207	102
Reached	7,287	9,130	14,920	15,652	26,456	14,451	13,380	14,191	5,746	5,796	9,430	6,350
Engaged	1,842	2,836	2,988	3,778	21,590	8,506	4,458	6,092	4,289	2,232	4,721	2,188
New Followers	30	27	25	27	78	9	42	54	48	27	21	14
Total Followers	3,606	3,626	3,642	3,664	3,732	3,386	3,428	3,477	3,538	3,554	3,572	3,198

Policy 2.1.3 - Weapons on Campus

Students, staff, faculty, and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) **or is considered instructional supplies**. It is the individual’s responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person’s intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.
- F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

Policy 5.3.2 - Student Code of Conduct

~~L. Possession of Weapons – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.~~

In accordance with Policy 2.1.3, students are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2).

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A. The firearm is a handgun; AND

B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND

C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND

D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND

E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

**President's Report
May 31, 2023**

Activities since the pervious Board Meeting

5/1/23	Montgomery/BrightDot Meeting
5/1/23	Wayfinding Meeting
5/2/23	Diligent Meeting
5/3/23	Workforce Ready Signing Day Celebration
5/4/23	Matthew Mutarelli's Retirement Party
5/4/23	Troy Rotary Meeting
5/8/23	Phyllis Parsons Retirement Party
5/8/23	BLET Graduation
5/9/23	Cabinet Meeting
5/9/23	Nursing Pinning
5/10/23	MCC Foundation Board Meeting
5/10/23	Board of Trustees Meeting
5/10/23	Graduation Ceremony
5/18/23	State Board Meeting
5/23/23	Cabinet Meeting
5/31/23	CIS Board Meeting

Upcoming Activities

6/5/23	Troy Town Commissioners Meeting
6/7/23	Troy EDC Meeting
6/8/23	Cabinet Meeting
6/9/23	Executive Steering Committee Meeting
6/14/23	Board of Trustees Meeting
6/15/23	State Board Meeting

Board of Trustees Information

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



Board of Trustees Calendar of Events

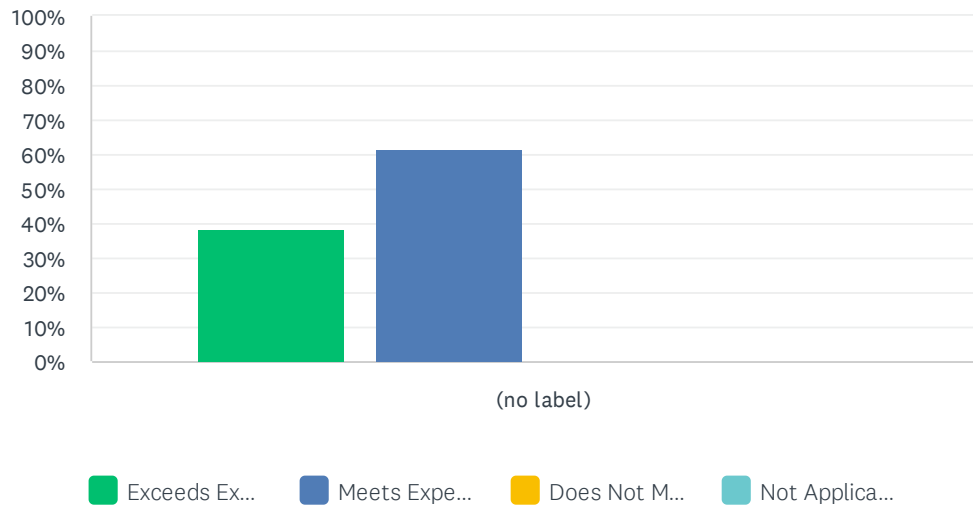
2023

July, 2023	
August 5, 2023	8:00 a.m.
August 9, 2023	11:30 a.m.
August 29, 2023	5:30 p.m.
August 30-Sept 1, 2023	
September 13, 2023	5:30/7:00 p.m.
September 22, 2023	6:00 p.m.
October 11, 2023	5:30/7:00 p.m.
November 3, 2023	
November 8, 2023	11:30 a.m.
November 8, 2023	5:30/7:00 p.m.
November 9, 2023	11:00 a.m.
December, 2023	
December 8, 2023	6:00 p.m.

No Board Meeting
Board Retreat(Blair Auditorium)
Foundation Board Meeting
Scholarship Awards Ceremony (Capel Hall - Multi-purpose Room)
NCACCT Leadership Seminar (Wilmington)
Committee/Board Meeting
Foundation Dinner and Raffle Fundraiser (Garner Center)
Committee/Board Meeting
Shooting Clays Tournament (Dewitt's - Ellerbe NC)
Foundation Board Meeting
Committee/Board Meeting
Veterans Day Ceremony- MCC Flagpole
No Board Meeting
Board Christmas Dinner

Q1 The Board operates as a unit.

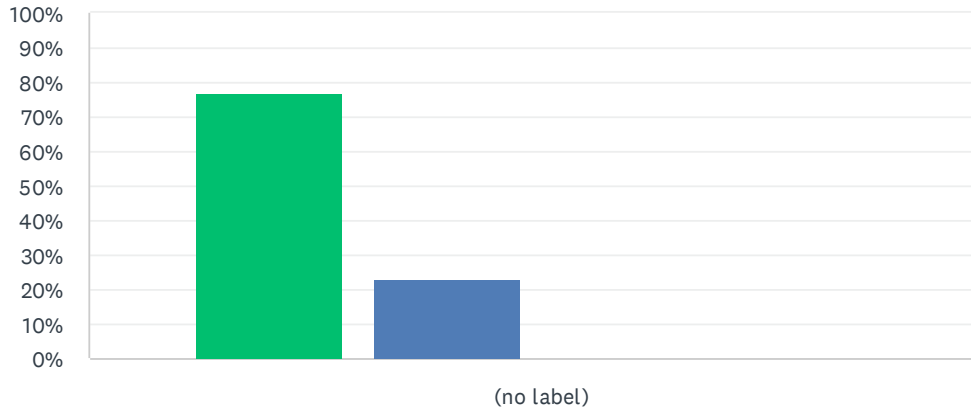
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	61.54% 8	0.00% 0	0.00% 0	13	1.38

Q2 Meeting agenda items contain sufficient background information and recommendations for the Board.

Answered: 13 Skipped: 0

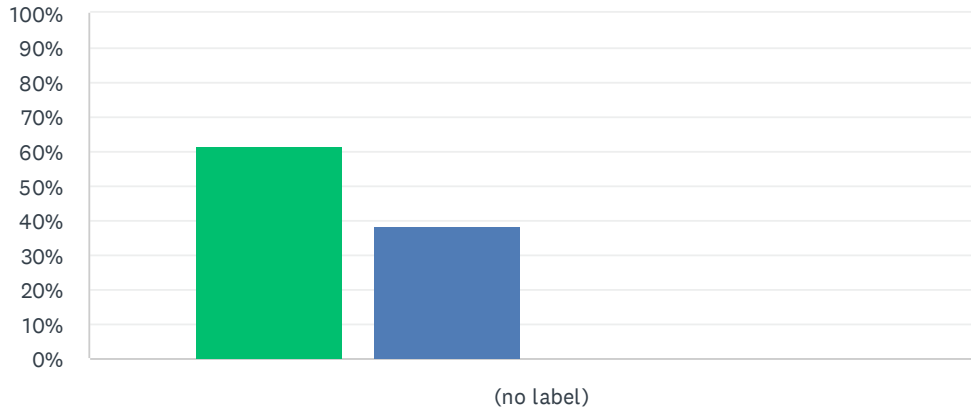


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	76.92% 10	23.08% 3	0.00% 0	0.00% 0	13	1.77

Q3 Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.

Answered: 13 Skipped: 0

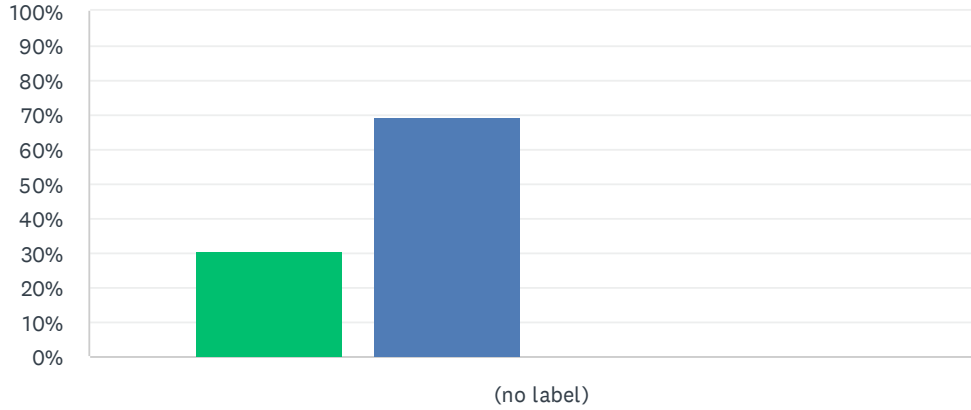


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

Q4 Board members make decisions after thorough discussion and exploration of many perspectives.

Answered: 13 Skipped: 0

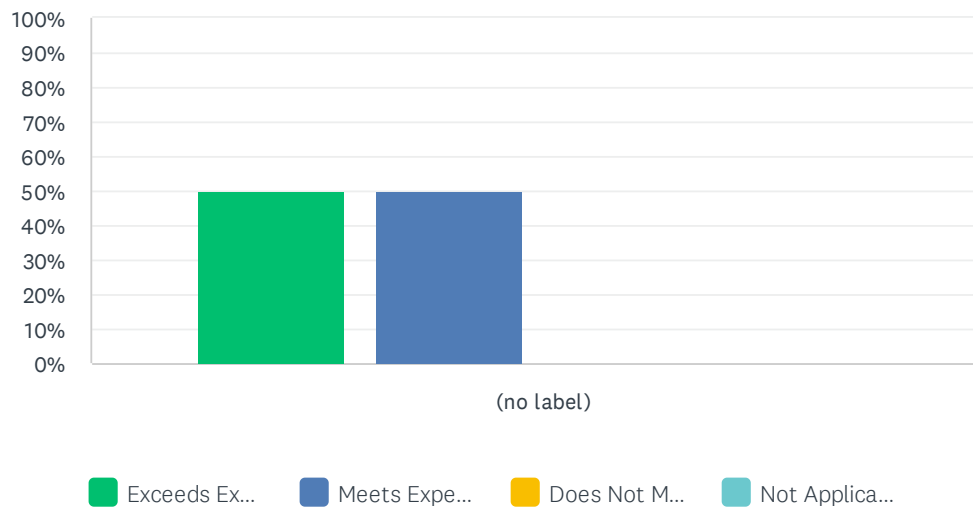


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

Q5 Board committees effectively assist the Board to do its work.

Answered: 12 Skipped: 1

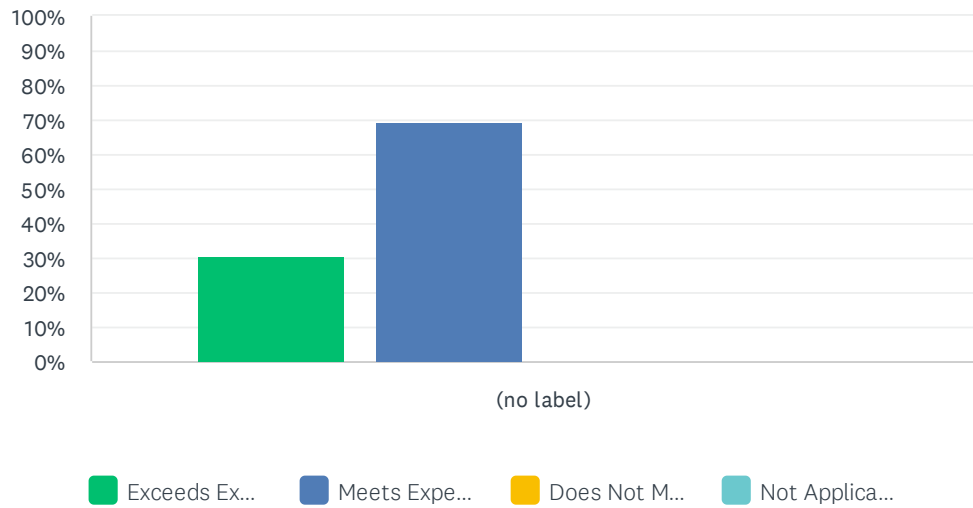


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	50.00% 6	50.00% 6	0.00% 0	0.00% 0	12	1.50

#	COMMENTS:	DATE
1	I feel we as a Board work together to fulfill our duties. The meetings are a pleasure.	5/9/2023 10:09 AM
2	The Chair works very hard to ensure that meetings are organized and informative. I find the practice of having committee work first is redundant and stifles energy and creativity during the committee meetings.	5/9/2023 9:08 AM
3	Overall we have a grreat board. We do a great job of collaborating and engaing together.	5/8/2023 12:43 PM
4	The present format of having committee meetings before the main meeting is redundant and prevents committees from brainstorming and exploring new ideas and possibilities. The Board Chair works very hard to include everyone, operate efficiently, and conduct business in a effective way.	4/17/2023 5:06 PM

Q6 Board meetings focus on governance rather than administration.

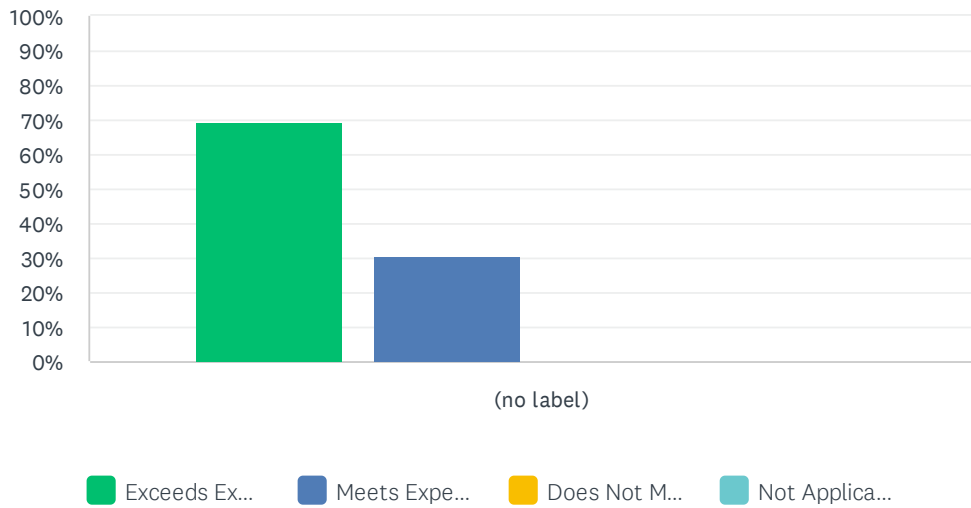
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

Q7 The Board periodically reviews and evaluates its policies.

Answered: 13 Skipped: 0

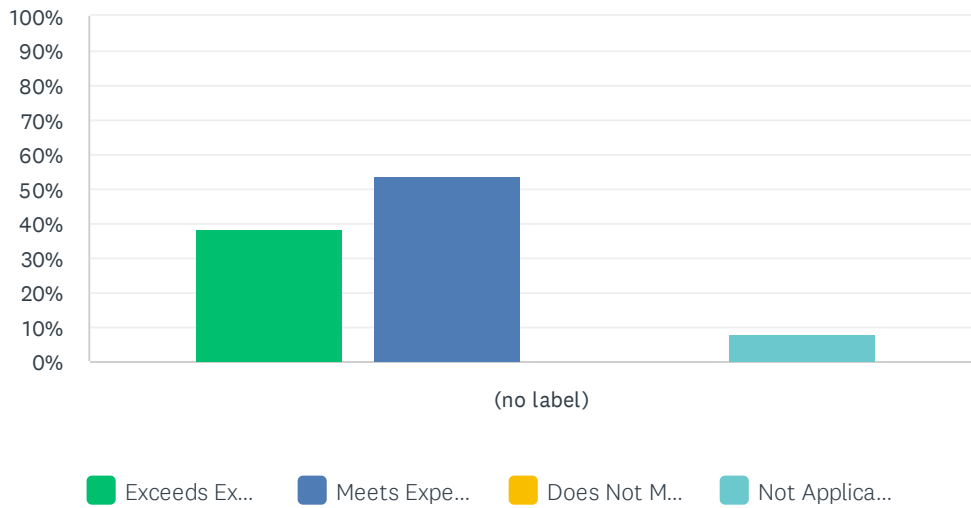


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	69.23%	30.77%	0.00%	0.00%	13	1.69
	9	4	0	0		

#	COMMENTS:	DATE
1	Running of day to day = Dr. Bledsoe.	5/9/2023 10:10 AM
2	We do a great job of being abreast with policy changes and any updates. President and Vice President does an excellent job for allowing board members to express and concerns or recommending any changes	5/8/2023 12:45 PM

Q8 The Board effectively represents the "voice" of the community.

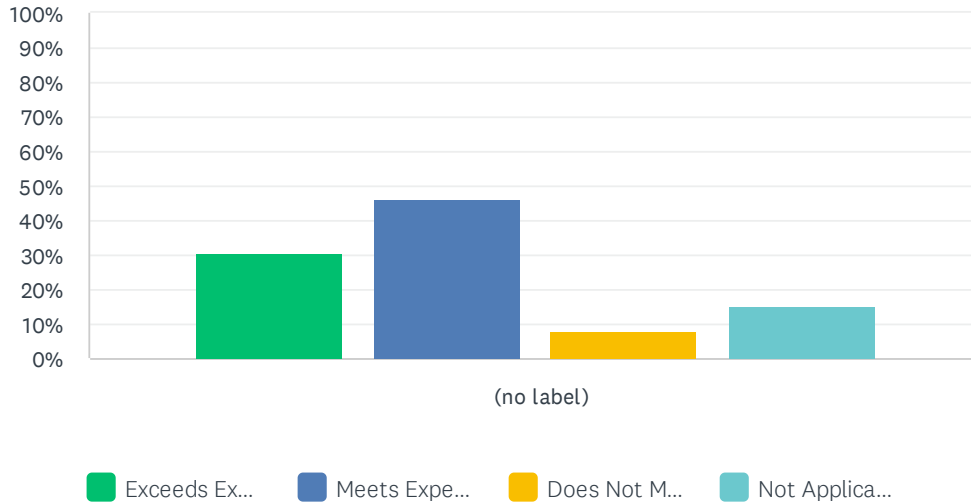
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	53.85% 7	0.00% 0	7.69% 1	13	1.42

Q9 The Board is knowledgeable about community and regional needs and expectations.

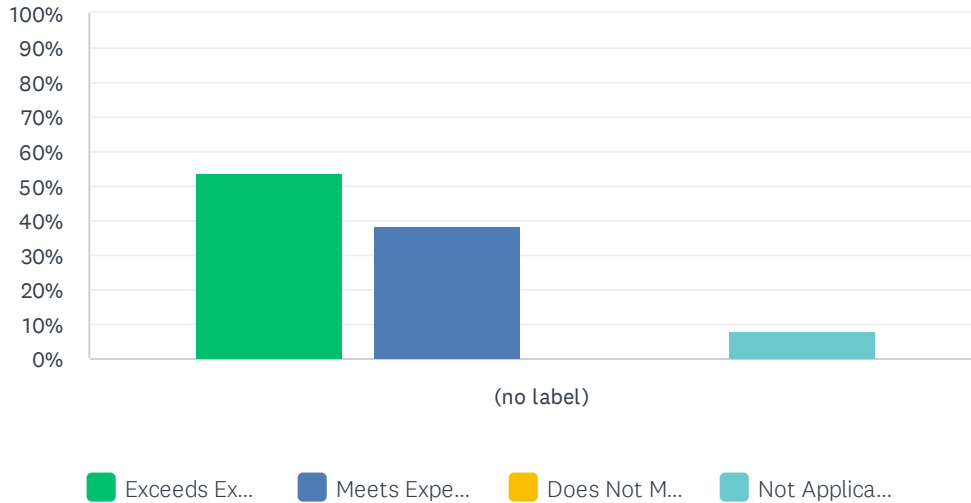
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	46.15% 6	7.69% 1	15.38% 2	13	1.27

Q10 As appropriate, Board members maintain good relationships with community leaders.

Answered: 13 Skipped: 0

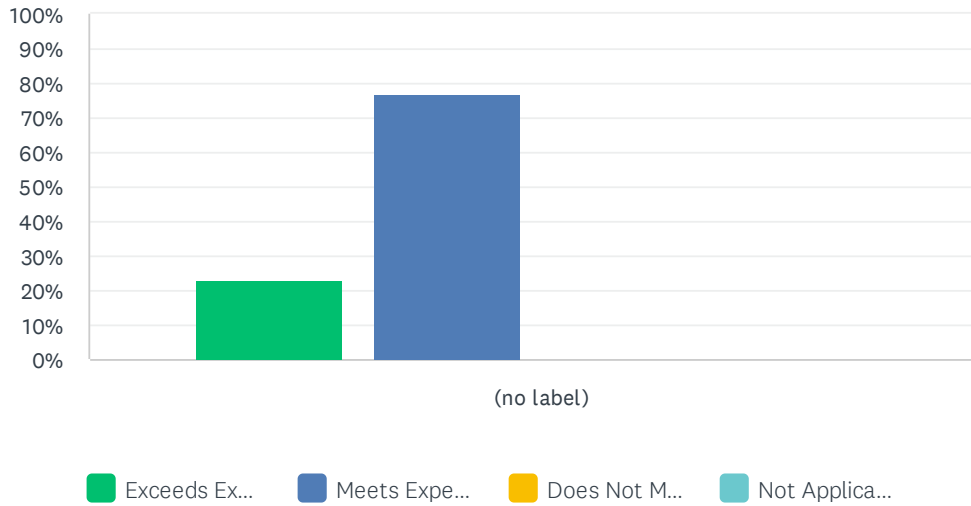


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	38.46% 5	0.00% 0	7.69% 1	13	1.58

#	COMMENTS:	DATE
1	With a rural area we may not be fully aware of needs of other areas. We do try to stay in contact especially with out town.	5/9/2023 10:11 AM
2	I'm not sure we represent all ethic/racial groups, all socio-economic groups, or all ages.	5/9/2023 9:10 AM
3	I enjoy how we interact with the president of the student governing body. They are engagd with the community. As as board we may need to show up more as a whole with other community leaders within MoCo	5/8/2023 12:56 PM

Q11 The Board is appropriately involved in defining and approving the strategic planning of the College, including developing the vision, mission and goals.

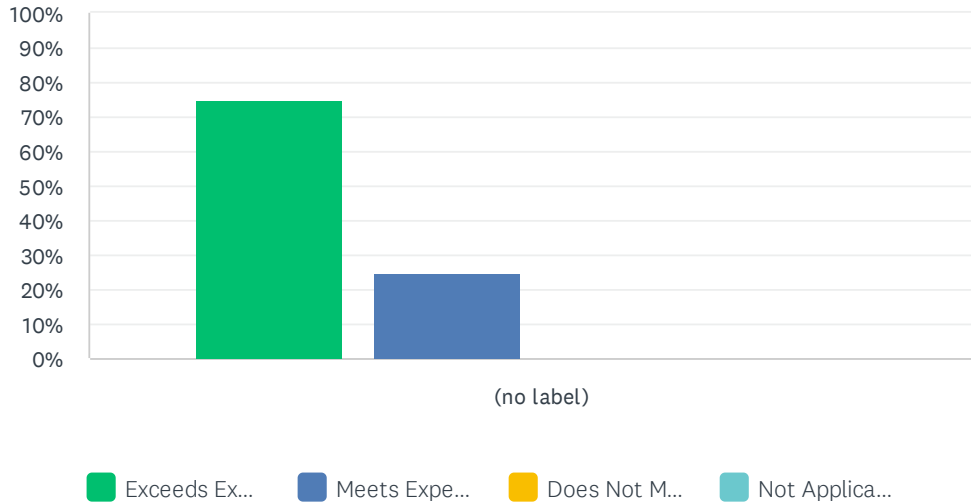
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	23.08%	76.92%	0.00%	0.00%	13	1.23
	3	10	0	0		

Q12 The Board bases its decisions in terms of what is best for students and the community.

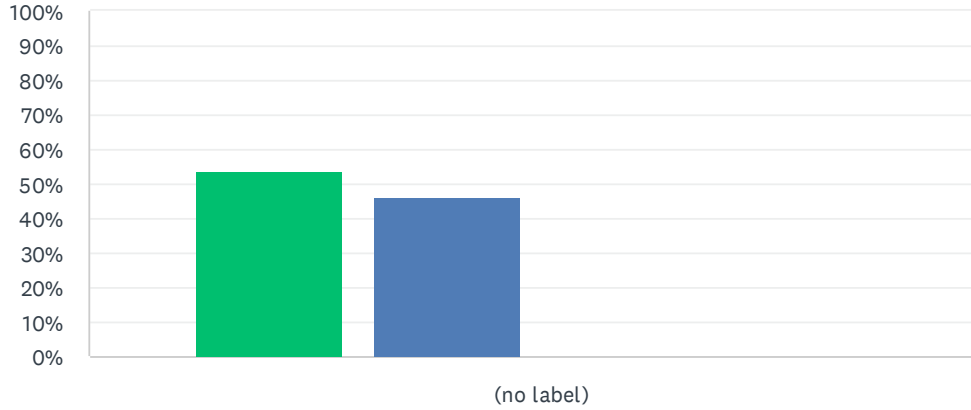
Answered: 12 Skipped: 1



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	75.00% 9	25.00% 3	0.00% 0	0.00% 0	12	1.75

Q13 The Board maintains a future-oriented, visionary focus in Board discussions.

Answered: 13 Skipped: 0

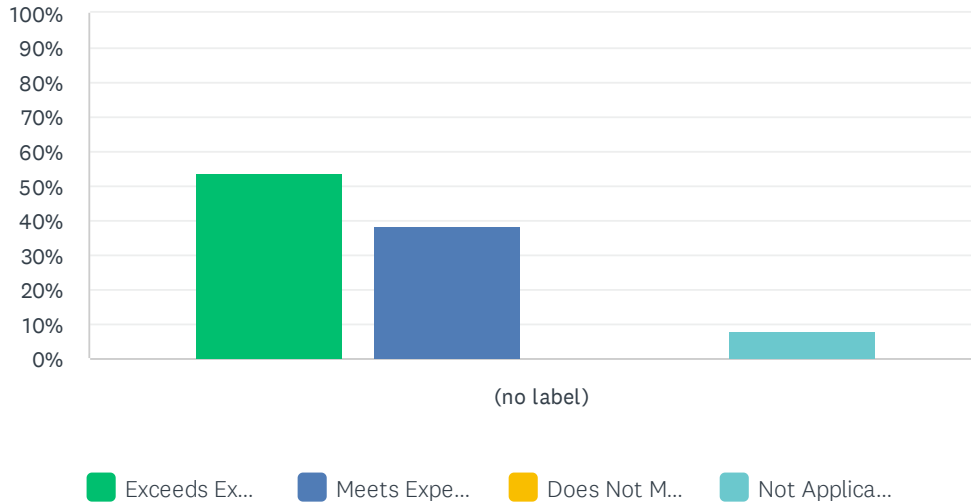


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	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

Q14 The Board annually reviews the general strategic and facility master plans of the college.

Answered: 13 Skipped: 0

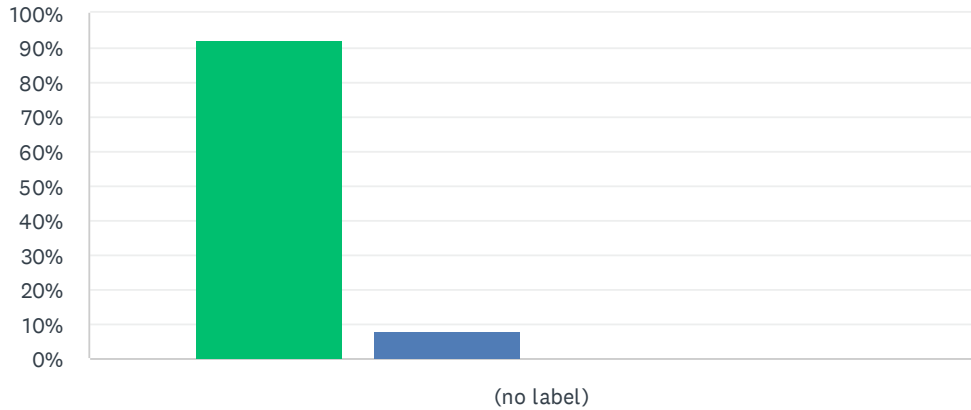


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	38.46% 5	0.00% 0	7.69% 1	13	1.58

#	COMMENTS:	DATE
1	Student needs and future needs of the college are often discussed.	5/9/2023 10:11 AM

Q15 A climate of mutual trust and respect exists between the Board and President.

Answered: 13 Skipped: 0

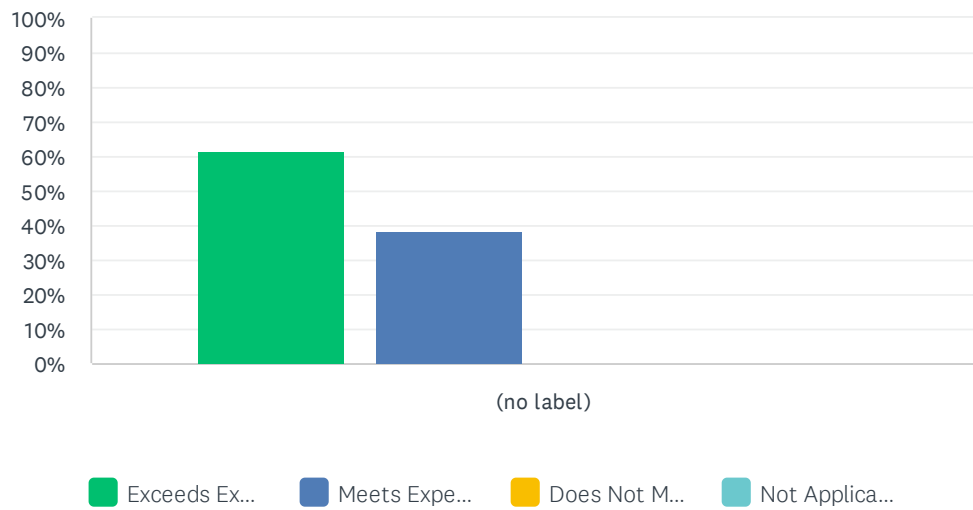


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	92.31% 12	7.69% 1	0.00% 0	0.00% 0	13	1.92

Q16 The Board sets clear expectations for the President.

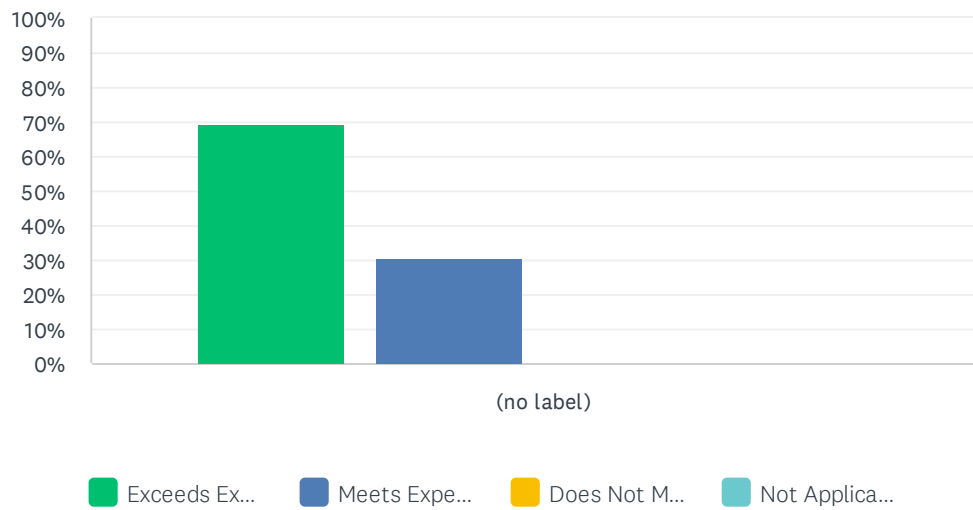
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

Q17 The Board effectively evaluates the President.

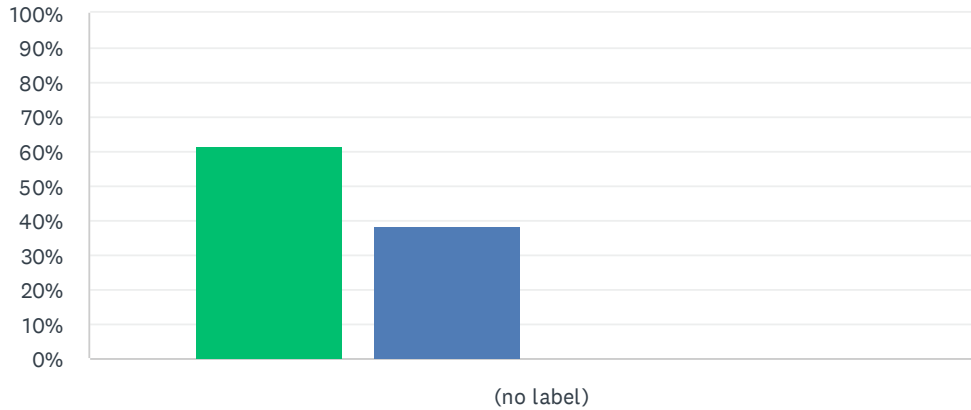
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	69.23% 9	30.77% 4	0.00% 0	0.00% 0	13	1.69

Q18 The Board clearly delegates the administration of the College to the President.

Answered: 13 Skipped: 0



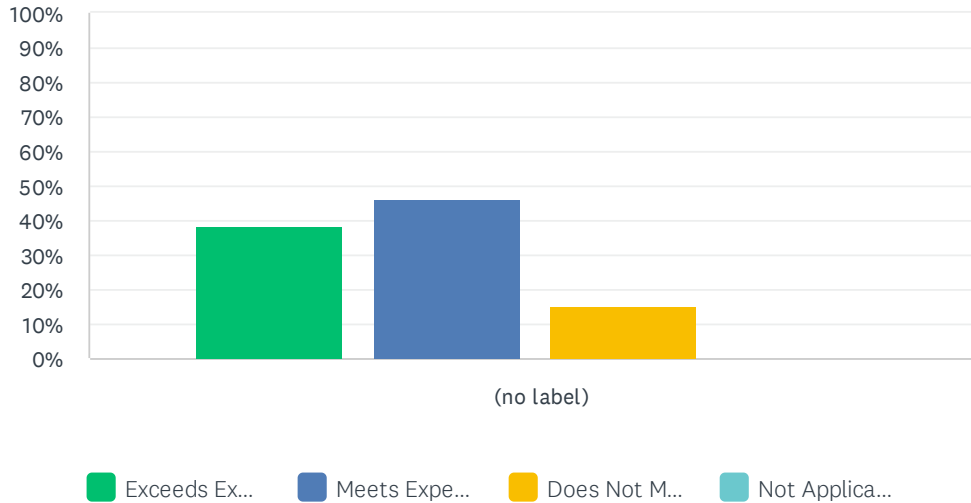
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 ■ Meets Expe...
 ■ Does Not M...
 ■ Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

#	COMMENTS:	DATE
1	We oversee!! Not run the day to day. Both Board Chair and Dr. Bledsoe do a fantastic job of keeping us informed.	5/9/2023 10:12 AM

Q19 The Board is knowledgeable about the educational programs and services of the college.

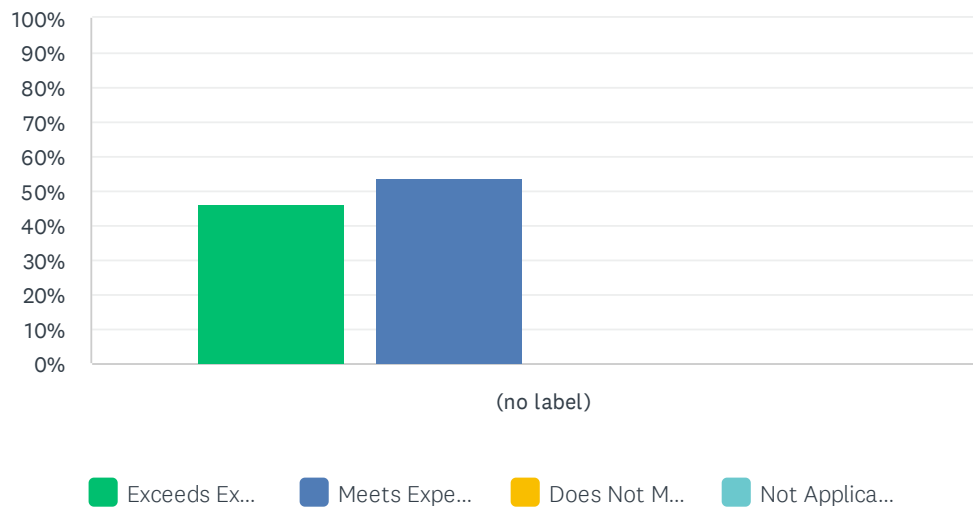
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	46.15% 6	15.38% 2	0.00% 0	13	1.23

Q20 The Board understands the fiscal condition of the college.

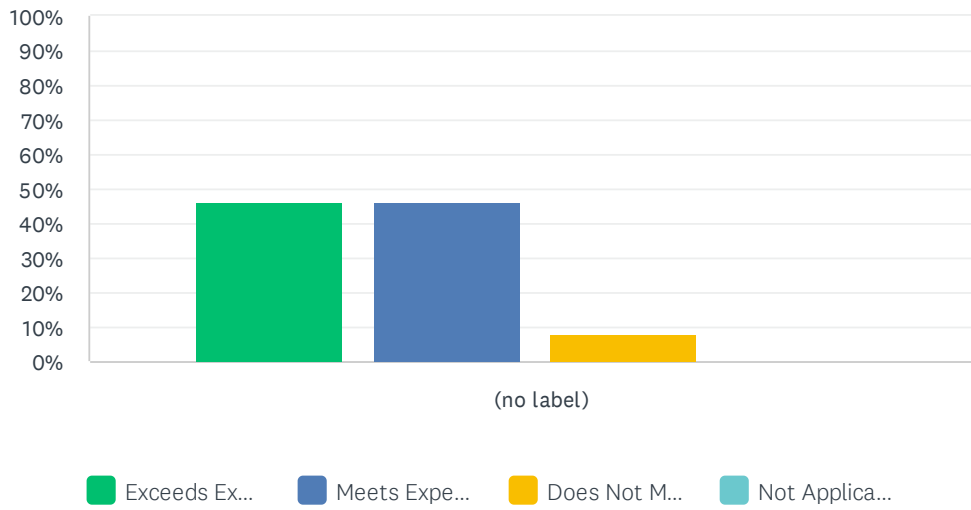
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	53.85% 7	0.00% 0	0.00% 0	13	1.46

Q21 The Board understands the budget document.

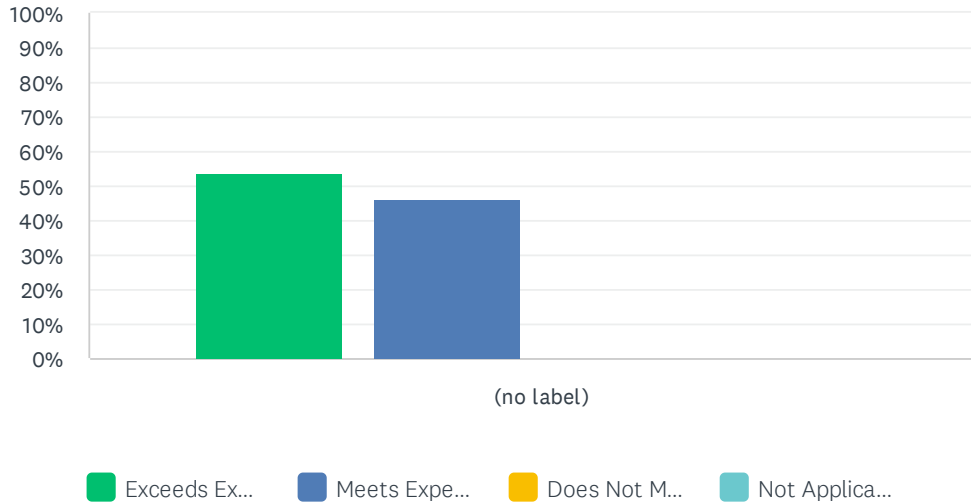
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	46.15% 6	7.69% 1	0.00% 0	13	1.38

Q22 The Board has policies that require fair employee due process and grievance procedures.

Answered: 13 Skipped: 0

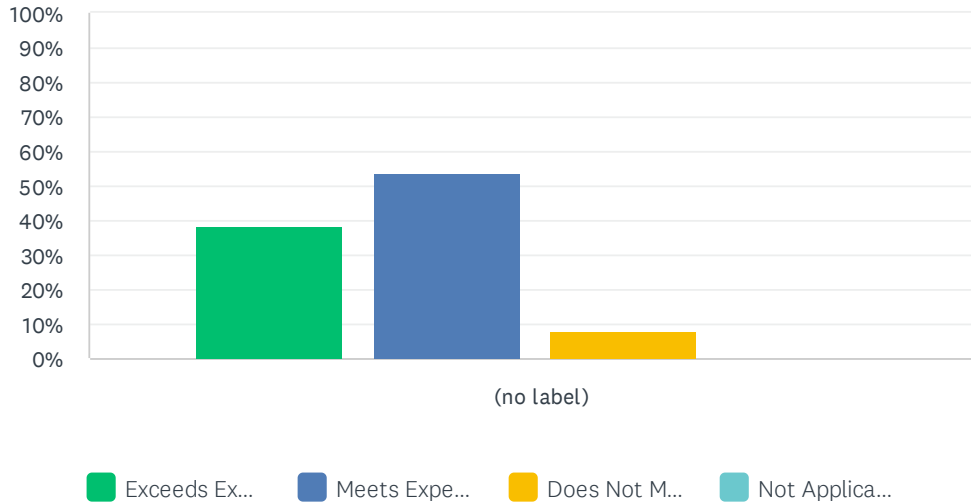


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

#	COMMENTS:	DATE
1	Presentations at Board meetings are fantastic. Jeanette give great info at every meeting.	5/9/2023 10:12 AM

Q23 The Board monitors the effectiveness of the college in fulfilling the mission.

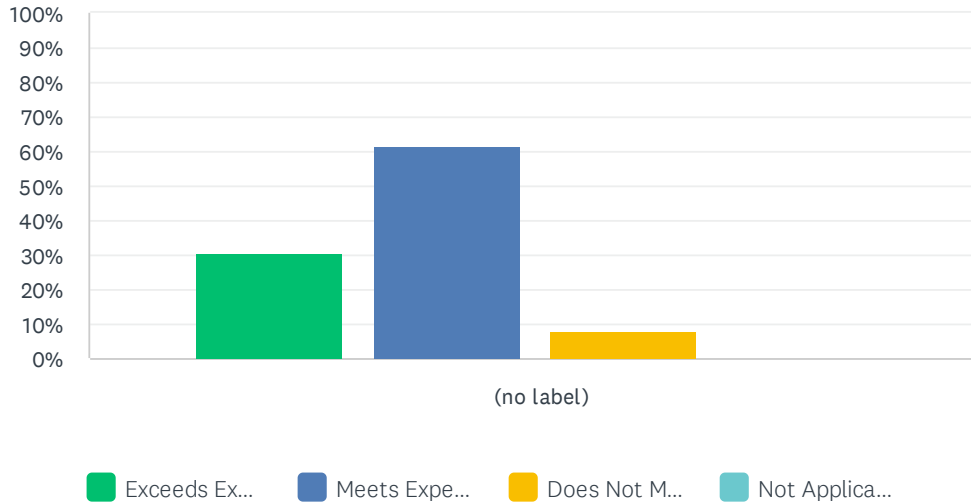
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	53.85% 7	7.69% 1	0.00% 0	13	1.31

Q24 The Board adequately monitors the impact the college has on the community.

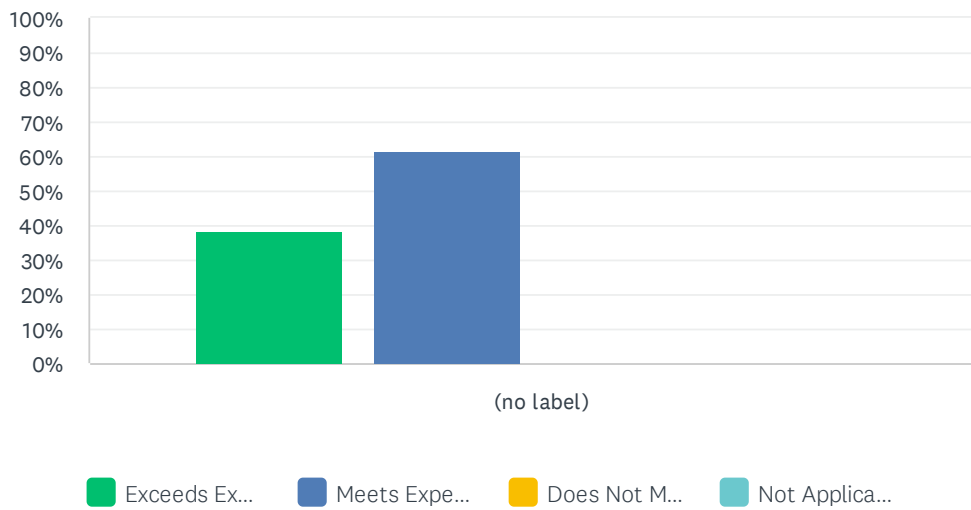
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	61.54% 8	7.69% 1	0.00% 0	13	1.23

Q25 The Board understands the financial audit and its recommendations.

Answered: 13 Skipped: 0

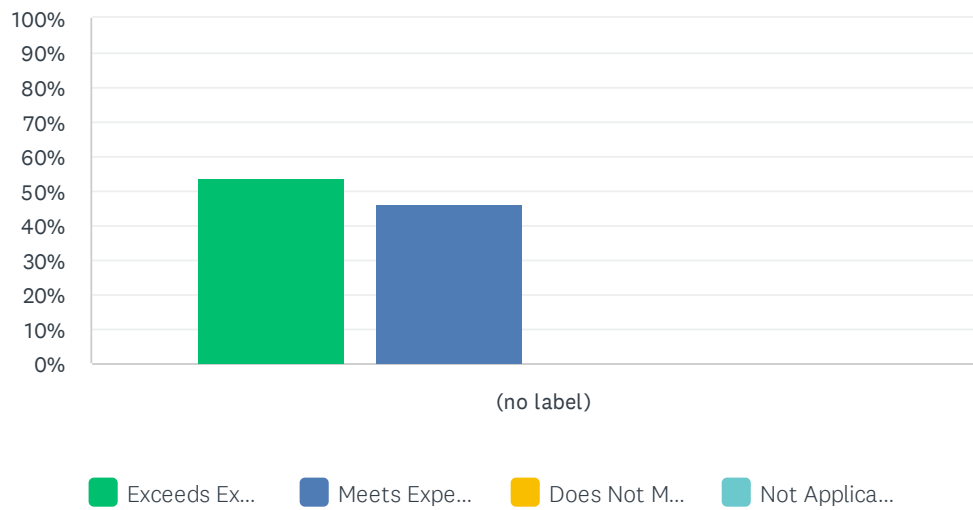


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46%	61.54%	0.00%	0.00%	13	1.38
	5	8	0	0		

#	COMMENTS:	DATE
1	Kelly M. does a great job keeping MCC in the news. Audit presentation yearly.	5/9/2023 10:13 AM
2	Some "does not meet" responses may be due to a lack of understanding of terminology used.	4/25/2023 6:40 AM

Q26 The Board has a clear description of Board roles and responsibilities.

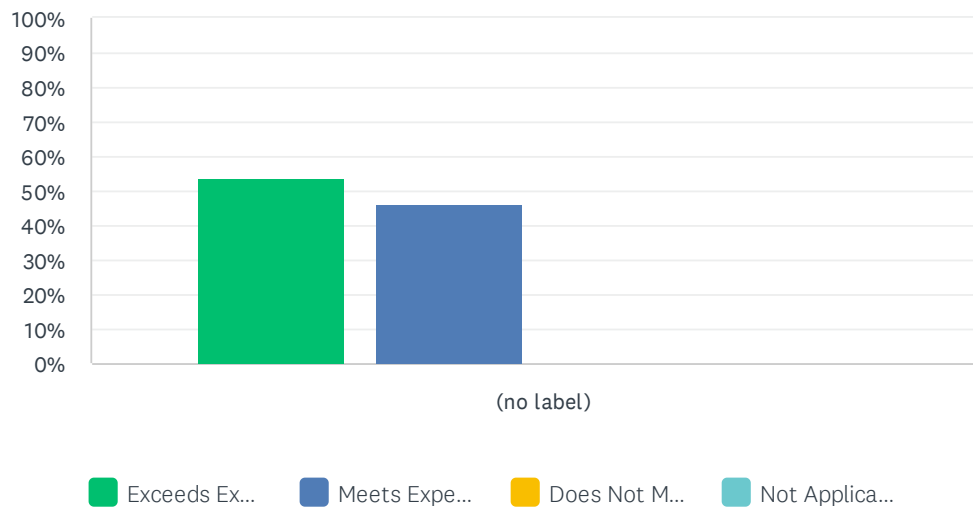
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

Q27 Board members are prepared for Board meetings.

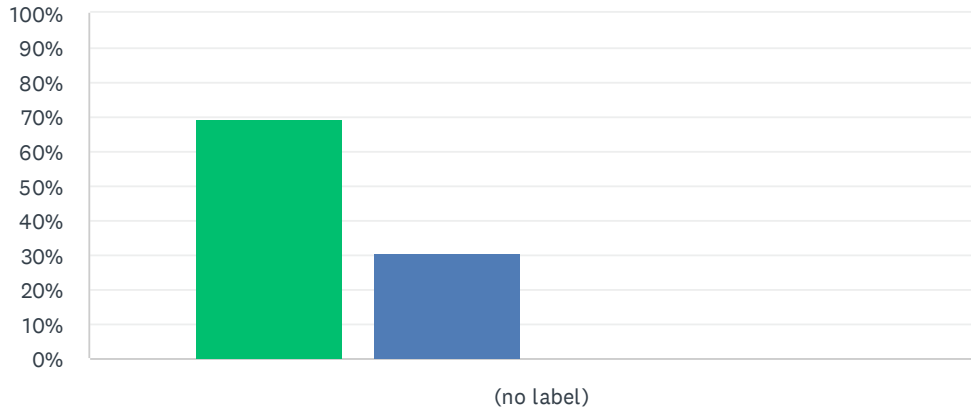
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

Q28 Once a decision is made, Board members cease debate and uphold the decision of the Board.

Answered: 13 Skipped: 0



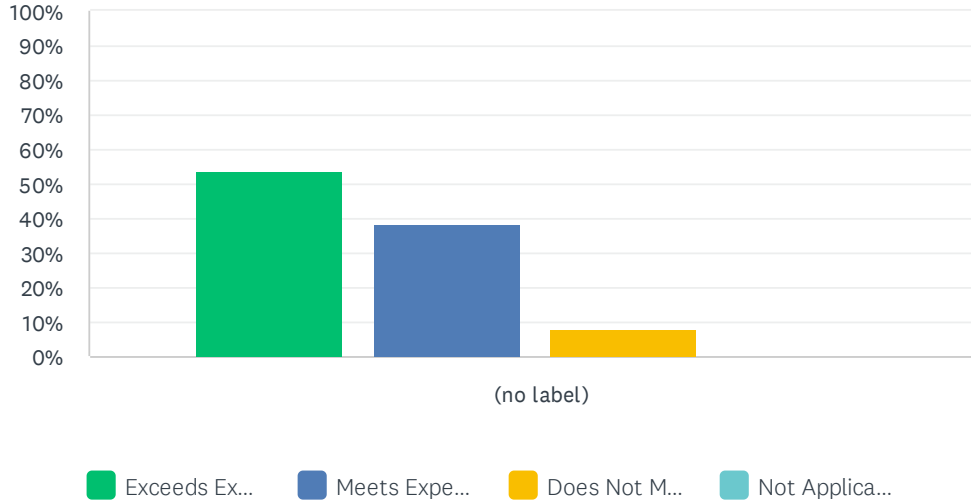
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	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	69.23% 9	30.77% 4	0.00% 0	0.00% 0	13	1.69

#	COMMENTS:	DATE
1	We have agenda in time to adequately prepare.	5/9/2023 10:14 AM

Q29 Board members are knowledgeable about the college's history, mission, and values.

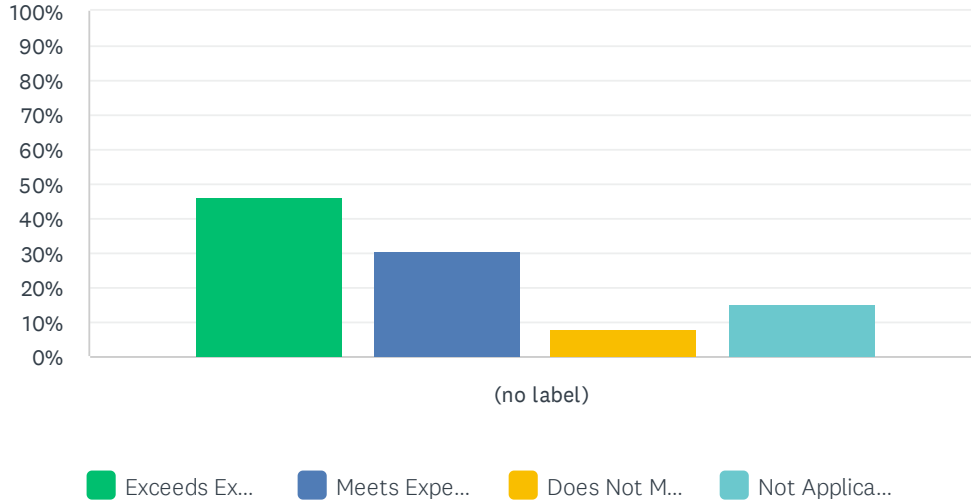
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	38.46% 5	7.69% 1	0.00% 0	13	1.46

Q30 The Board helps educate the local community about community college needs and issues.

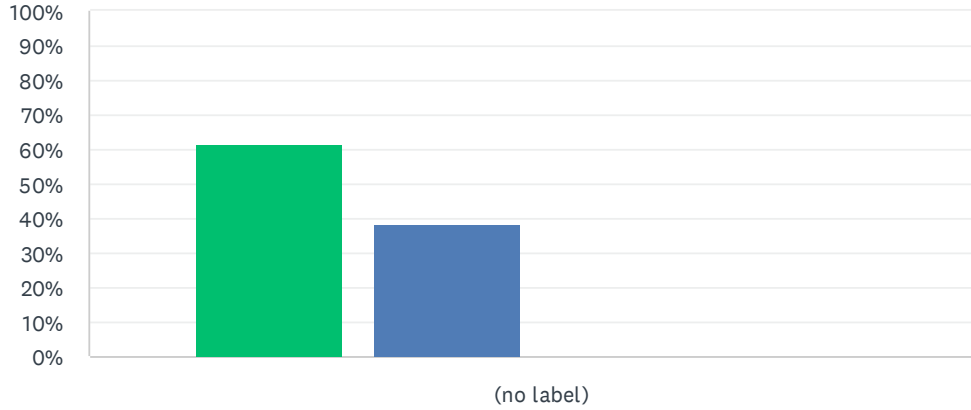
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	30.77% 4	7.69% 1	15.38% 2	13	1.45

Q31 The Board actively supports the college's foundation and fundraising efforts.

Answered: 13 Skipped: 0

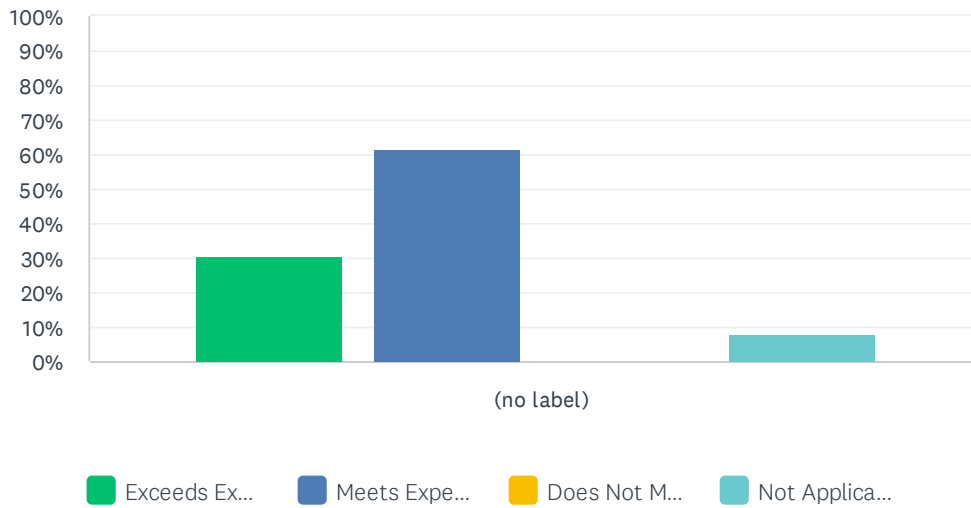


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 ■ Meets Expe...
 ■ Does Not M...
 ■ Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

Q32 The Board supports the state college trustee association.

Answered: 13 Skipped: 0

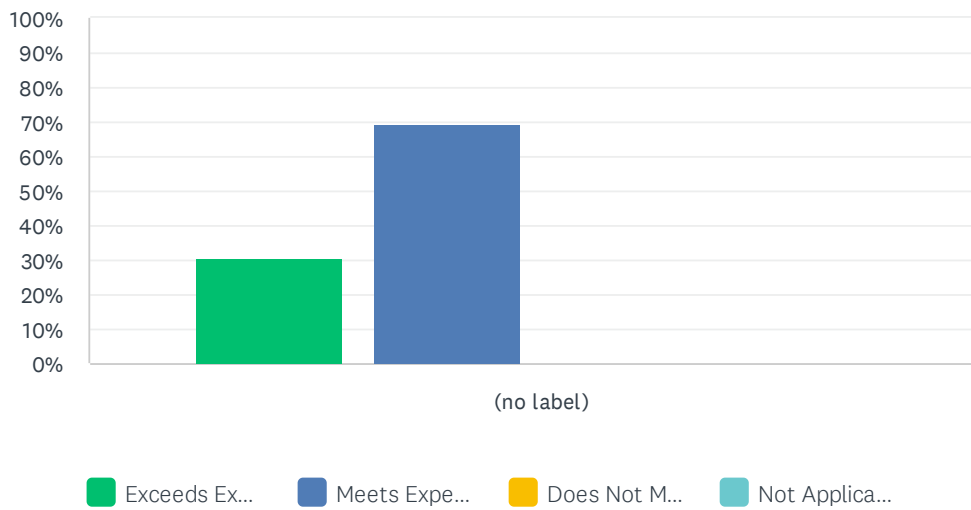


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77%	61.54%	0.00%	7.69%	13	1.33
	4	8	0	1		

#	COMMENTS:	DATE
1	Attend meetings at state and local levels is part of the role of Board members. Scholarships support thru foundation very important.	5/9/2023 10:18 AM
2	Perhaps the trustees could be more active in community outreach.	5/8/2023 12:28 PM

Q33 New members receive an orientation to the Board and the institution.

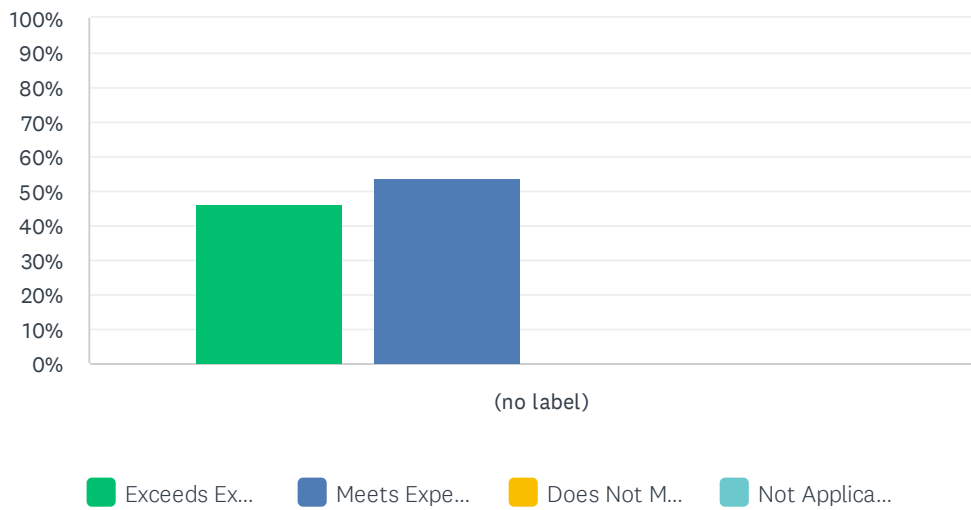
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

Q34 The Board strives to become increasingly more effective.

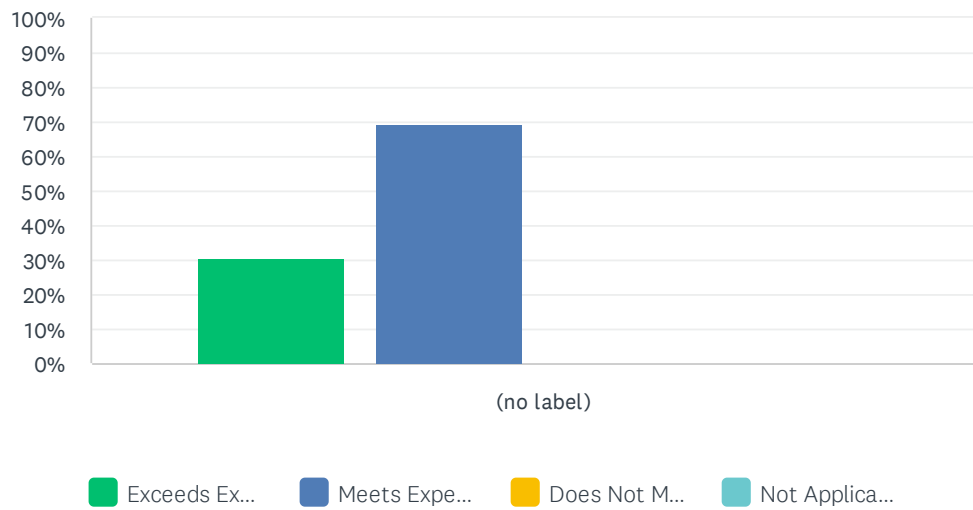
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	53.85% 7	0.00% 0	0.00% 0	13	1.46

Q35 The Board periodically evaluates itself.

Answered: 13 Skipped: 0

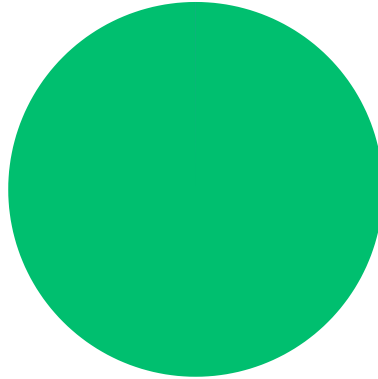


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

#	COMMENTS:	DATE
1	Yearly evaluations! Encourage members to attend state and local activities!	5/9/2023 10:18 AM

Q36 What are the major accomplishments of the Board in the past two years?

Answered: 5 Skipped: 8



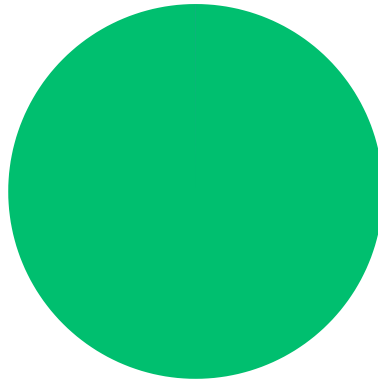
■ (no label) ■ (no label)

	(NO LABEL)	(NO LABEL)	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	5	0.00
	5	0		

#	COMMENTS:	DATE
1	The nursing program continuing to thrive. The greenhouse is fantastic. Support for Gunsmithing continues to thrive. As a Board member I consider it part of my role to attend as many activities. Our physical facilities updates very important.	5/9/2023 10:26 AM
2	Surviving Covid Strengthening connections with MCSC Getting the word out to the community Heritage Crafts Strengthening academic and technical programs	5/9/2023 9:15 AM
3	We have collaborative work together to build an effective rapport with each other. As a result, we are able to communicate effectively to resolve core issues in an appropriate amount of time.	5/8/2023 1:02 PM
4	The board has approved and seen accomplished numerous projects on campus including the building of 2 greenhouses. The fresh look of the boardroom is appreciated. A review and revision of the Board Policy Manual was completed. While this is an ongoing project, it was good to take a look at the whole document. The college has emerged from the Covid challenge with enrollment growing to pre-pandemic numbers. The board approved the ADN and we have seen that program fill.	5/8/2023 12:45 PM
5	The board operated as a cohesive unit to assist the President and administration in navigating the ever changing challenges of running the college.	5/8/2023 8:33 AM
6	Continued upgrade of existing facilities.	5/4/2023 4:46 PM
7	Secured funding for supplement to President's salary.	4/25/2023 6:40 AM
8	Students returning to MCC after Covid. Heritage Crafts prospering. Efforts to maintain faculty. Support for SGA programs and interests.	4/17/2023 5:12 PM

Q37 As a trustee, I have concerns about:

Answered: 3 Skipped: 10



■ (no label) ■ (no label)

	(NO LABEL)	(NO LABEL)	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	3	0.00
	3	0		

#	COMMENTS:	DATE
1	I really feel we are working hard to meet needs of the students and communities. Just need to continue to search for ways to get more involvement for minorities especially the hispanic group!	5/9/2023 10:26 AM
2	Salaries for instructors and the ability to attract people who are more than competent Moving forward with concepts such as farm to table, strengthening health professions, and attracting adults who can benefit from MCC.	5/9/2023 9:15 AM
3	Nothing at this time	5/8/2023 1:02 PM
4	A big concern is the turn over in personnel, especially in the administrative staff. While this is in the president's area of responsibility, these are the people that that trustees rely on for support and information. Hopefully some stability will come in the next few years. Right now another concern is the legislative bill that would drastically reduce local input and governance over our college.	5/8/2023 12:45 PM
5	I concerns about the changing world and how prepared we are, as a college, to change quickly to meet future needs. Though I don't know what those changes are.	5/8/2023 8:33 AM
6	I have spent several hours on this evaluation. As I read questions for the 3rd and 4th time I realized I could not answer some so I called Dr. Bledsoe to talk about how some items were shared with the Board. An example is the review of the Master Facility Plan on an annual basis. I learned that this standard is met through the review/approval of the annual budget. Other items such as college "needs and issues" and how we get input from the community about what the community needs from the institution are also items that I am unclear about.	5/4/2023 4:46 PM
7	Adequate salaries to retain faculty and staff. Ability to attract adult learners from the community.	4/17/2023 5:12 PM
8	Emphasis on course transfer ability rather than emphasis on salable skills. Both are important.	4/13/2023 10:58 AM

COUNTY OF MONTGOMERY

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BOARD OF COMMISSIONERS
Dana Dawson, Chair
Mary Hassell, Vice Chair
Kay Robinson, Commissioner
John Shaw, Commissioner
Steve Hair, Commissioner



OFFICERS
Frankie Maness County Manager
Amber N. Daniels Finance Director
Melissa Pipkin Register of Deeds
Russell J. Hollers County Attorney
Pete Herron Sheriff
Misty Coffin Clerk to the Board

May 17, 2023

Claudia Bulthuis
652 Biscoe Rd.
Troy, NC 27371

Dear Mrs. Bulthuis:

This letter is to inform you that the Board of County Commissioners approved your reappointment to the Montgomery Community College Board of Trustees. Your term will expire on June 30, 2027.

Thank you for your willingness to serve our citizens and the Montgomery Community College Board of Trustees.

Sincerely,

Misty H. Coffin
Montgomery County
Board of Commissioners

Stanly Habitat Project

Steve Wilkinson <swilkinson@stanlyhabitat.org>

Tue 6/6/2023 5:05 PM

To: Chad Bledsoe <bledsoec0137@montgomery.edu>; Tracey Wyrick <wyrickt4721@montgomery.edu>; boardchair <boardchair@montgomery.edu>

Cc: Edwin Garner <garnere4572@montgomery.edu>; bulthuis105@gmail.com <bulthuis105@gmail.com>

April 6, 2023

Claudia Bulthuis, Chair, Montgomery Community College Board

Chad Bledsoe, MCC President

Tracey Wyrick, Dean of Career & Technical Education

As we near completion of our Habitat home here in Troy I want to recognize Edwin Garner and his CTE students for their excellent work building the 8 x 8 shed we're providing for our homeowner. They were able to take the diagrams and plans I provided as suggestions ... meaning they build something above and beyond the quality required! And their ownership of this component of the build freed our core volunteers to focus on the house itself.

We'll be moving it to the home site on Ophir Ave tomorrow morning. And it's nice to know that their signatures are written on the rafters – a reminder that they've made a personal investment in a family's future. Mr. Garner gave me the opportunity to put their work in this perspective early on as I met the student team and to emphasize that it's not just about a house or shed, but about a home.

Habitat for Humanity works to provide affordable housing and home ownership for those in our program. But our hope is that volunteers are encouraged as they're engaged in doing something helpful for a neighbor. When organizations and individuals in our communities catch a vision for this and enjoy working together in sacrificial service we're building much more than a house. As we've taken this first step here in Montgomery County, it was important to have MCC's support and participation.

Mr. Garner and his students were a pleasure to work with and they represent the college well – thanks to them and thanks to you for making this possible. Mr. Garner confirmed that this was a great teaching tool, since there's a hands-on process that mirrors the construction of the house. I hope we're working together again soon!

Many thanks,

Stephen Wilkinson, Construction Coordinator

Stanly County Habitat for Humanity

Steve Wilkinson

Construction Coordinator

Stanly County Habitat for Humanity

swilkinson@stanlyhabitat.org

704-985-1050 ext. 22



Montgomery Community College
Board of Trustees
Monthly Committee Meeting Minutes

Wednesday, June 14, 2023

Montgomery Community College (Capel Hall)
1011 Page St.
Troy, NC, 27371

Page

1. Welcome - Claudia Bulthuis, Chairman

Mrs. Bulthuis welcomed the board members to the committee meetings at 5:30pm.

2. Budget and Finance Committee
Committee Members

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

2.1 Call to Order - Kerry Hensley, Chairman

Mrs. Hensley, Chairman, called the meeting to order at 5:32pm.

Committee roll was called by Mrs. Hensley.

Committee Members Present: Kerry Hensley, Chairman; Bill Price, Vice Chair; Phil Absher; Gordon Knowles; Philip Jones;

and Claudia Bulthuis.

Committee Members Absent: None

Other Board Members Present: Gelynda Capel; Dr. Katie Dunlap; and Bill Price.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator; Joshua Thaxton IT; and Hunter Smith, Dean of Continuing Education.

2.2 **Monthly Financial Report (Action) - Jeanette McBride** 13 - 17

Mrs. McBride presented the April Financial Report.

- As of April 31, 2023, County fund expenditures were \$656,720 or, 77% of the budget.

- As of April 31, 2023, there were \$495,501 available for Capital Expenditures.

- As of April 31, 2023, State funds expenditures were \$7,308,753 or, 73% of the budget.

- As of April 31, 2023, the Institutional Fund balance was \$1,170,157

- As of April 31, 2023, the balance in the STIF account was \$202,969




[April2023FinancialReport.pdf](#) 

Mrs. Hensley called for a motion to approve the April Financial Report. 13 - 17



Moved by: Gordon Knowles

Seconded by: Claudia Bulthuis

Motion Carried.

- 2.3 **Foundation Funds Statement - Emily Tucker** 18
Mrs. Tucker presented the Foundation Fund Statement.
Mrs. Tucker gave a Foundation Update. As of April 31, 2023 the Foundation fund statement totaled \$4,301,743.21. This reflects a market change decrease of \$50,865.65 for the month ending April 2023.
[Foundation Funds Statement - Emily Tucker](#) 
- 2.4 **Foundation Update - Emily Tucker**
- 2.5 **In-Kind Contribution Transfers (ACTION) - Emily Tucker** 19 - 20
[Jordan Innovative Fabrication TRANSFER 2023.pdf](#) 
[Chesson TRANSFER to Gunsmithing 2023.pdf](#) 
Mrs. Hensley called for a motion to approve the In-Kind Contribution Transfer. 19 - 20

Moved by: Gordon Knowles
Seconded by: Phil Absher

Motion Carried.
- 8.2 Foundation Funds Statement
[Foundation Funds Statement - Emily Tucker](#) 
- 2.6 **Grants Update - Korrie Ervin** 21
Mrs. Ervin shared a Grants update.
[Grants Update June 2023](#) 
- 2.7 **New Business - Kerry Hensley**
No new business was brought forward to the committee.
- 2.8 **Adjourn - Kerry Hensley**
There being no further business, the meeting adjourned at 5:48pm.

3. **Building and Grounds Committee** **Committee Members**

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

3.1 **Call to Order - Gordon Knowles, Chairman**

Mr. Knowles, Chairman, called the meeting to order at 5:48pm. Committee roll was called by Mr. Knowles.

Committee Members Present: Gordon Knowles, Chairman; Claudia Bulthuis, Vice Chair; Gelynda Capel; Dr. Katie Dunlap; and Robert Harris.

Committee Members Absent: Susan Eggleston

Other Board Members Present: Phil Absher; Kerry Hensley; and Dr. Philip Jones.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator; Joshua Thaxton IT; and Hunter Smith, Dean of Continuing Education.

3.2 **Facilities and Construction Report - Dr. Bledsoe**

22

Dr. Bledsoe shared an update on Facilities and Construction activities on campus.

[Construction Facilities Report June 2023.pdf](#) 

3.3 **Forestry Road Repairs (Action) - Dr. Bledsoe**

23 - 24

[Forestry Road Repair - June 2023 Bd Report.pdf](#) 

Mr. Knowles called for a motion to approve the Forestry Road Repair.

23 - 24

Moved by: Robert Harris

Seconded by: Claudia Bulthuis

Motion Carried.

- 3.4 **3-1 Campus Wide Security Upgrades (Action) - Dr. Bledsoe** 25 - 27

[3-1 Project 278 Campus Wide Security Upgrades.pdf](#) 

Mr. Knowles called for a motion to approve the 3-1 Campus 25 - 27
Wide Security Upgrades.

Moved by: Claudia Bulthuis

Seconded by: Robert Harris

Motion Carried.

- 3.5 **New Business - Gordon Knowles**

No new business was brought forward to the committee.

- 3.6 **Adjourn - Gordon Knowles**

There being no further business, Mr. Knowles adjourned the
meeting at 5:58pm.

4. Personnel Committee

Committee Members

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

- 4.1 **Call to Order - Phil Absher, Chairman**

Mr. Absher, Chairman, called the meeting to order at 5:58pm.

Committee roll was called by Mr. Absher.


Committee Members Present: Phil Absher, Chairman;
Robert Harris; Kerry Hensley; Gelynda Capel; and Claudia

Bulthuis.

Committee Members Absent: Susan Eggleston, Vice Chair,
Dr. Tawanda Bennett

Other Board Members Present: Dr. Katie Dunlap; Gordon
Knowles; Dr. Phil Jones; and Bill Price.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor,
Vice President of Instruction and Student Services; Jeanette
McBride, Vice President of Administrative Services; Emily
Tucker, Director of Resource Development; Kelly Morgan,
Public Relations and Marketing; Korrie Ervin, Special Projects
Coordinator; Joshua Thaxton IT; and Hunter Smith, Dean of
Continuing Education.

4.2	Employee Appointments and Separations - Dr. Bledsoe	28 - 29
	Employee Announcements - May 2023.docx 	
	Employee Separations - May 2023.docx 	
4.3	2023-24 Blanket Travel Authorization (Action) - Dr. Bledsoe	30
	Blanket Travel Authorization 2023-24.pdf 	
	Mr. Absher called for a motion to approve the 2023-2024 Blanket Travel Authorization.	30
	<i>Moved by:</i> Gelynda Capel <i>Seconded by:</i> Kerry Hensley	
	Motion Carried.	
4.4	New Faculty Positions (Action) - Dr. Bledsoe	31 - 38
	MCC Organizational Chart 2023-04-12.pdf 	
	JD_FT Instructor, Early Childhood Education, 9 Month.pdf 	
	JD_FT Instructor, Humanities, 9 Month.pdf 	
	JD_FT Instructor, Psychology, 9 Month.pdf 	
	Mr. Absher called for a motion to approve the New Faculty Positions.	31 - 38

Moved by: Kerry Hensley

Seconded by: Robert Harris

Motion Carried.

- 4.5 **Policy 3.2.5 Annual Leave Revision - First Reading - Dr. Bledsoe** 39 - 41

[Policy 3-2-5.docx](#) 

- 4.6 **New Business - Phil Absher**

No new business was brought forward to the committee.

- 4.7 **Adjourn - Phil Absher**

There being no further business, the meeting adjourned at meeting at 6:19pm.

5. **Curriculum and Student Services Committee**

Committee Members

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

- 5.1 **Call to Order - Bill Price, Chairman**

Mr. Price, Chairman, called the meeting to order at 6:20pm.

Committee Roll was called by Mr. Price.

Committee Members Present: Bill Price, Chairman; Dr. Katie Dunlap, Vice Chair; Dr. Philip Jones; and Claudia Bulthuis.

Committee Members Absent: Dr. Tawanda Bennett, Tim McAuley Sr.

Other Board Members Present: Phil Absher; Gelynda Capel; Kerry Hensley; and Gordon Knowles.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette

McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator; Joshua Thaxton IT; and Hunter Smith, Dean of Continuing Education.

5.2 **Instruction and Student Services Update - Lee Proctor**

42 - 44

Mr. Lee Proctor presented the following updates from Curriculum and Student Services.

All three of the Medical Assisting graduates have job placements with two out of the three already completing their CMA (Certified Medical Assistants) exam. Dental Assisting Program has a full class, twenty students, for the fall semester 2023.

Carpentry students have completed the storage shed for the Troy Habitat house build.

22 students from the Early College are planning to return to complete their fifth year credits.

The tutoring program has been a great success with over 385 students using it this past academic year.

The final number for Spring Graduation numbers are 282 unduplicated students completing 322 Degrees, Diplomas, and Certificates. Summer graduation will have 49 students who have completed their programs at the end of term with 60 additional Degrees, Diplomas, and Certificates. Early College Students earned 36 Associate Degrees as well as 45 Certificates.

For the Summer term financial aid was able to award over \$24,000 for students. The Montgomery Scholar awarded 70 students at the Montgomery Central High School award ceremony.

Staff in the Health and Public Safety department have applied for a \$5000 Ag South grant to continue development of the agriculture rescue program.

The NC Works Center is in the process of transferring Workforce Development Boards. Current workforce board staff are completing inventories and audits of cases to

transfer over to the new Workforce Development Board.

[Board Report - June 2023.docx](#) 

5.3 **2023-24 Fee Chart Update (Action) - Lee Proctor** 45

[Student Fees 2023-2024.docx](#) 

Mr. Price called for a motion to approve the 2023-2024 Student Fees. 45

Moved by: Claudia Bulthuis

Seconded by: Katie Dunlap

Motion Carried.

5.4 **Curriculum Program Termination (Action) - Lee Proctor** 46 - 47

[Termination Form - A5538A.doc](#) 

Mr. Price called for a motion to approve the Curriculum Program Termination of the Human Services: Developmental Disabilities Concentration. 46 - 47

Moved by: Katie Dunlap

Seconded by: Claudia Bulthuis

Motion Carried.

5.5 **Truck Driving Articulation Agreement (Action) - Dr. Bledsoe** 48 - 49

[Level III Truck Driving with Richmond CC.pdf](#) 

Mr. Price called for a motion to approve the Truck Driving Articulation Agreement for Richmond Community College. 48 - 49

Moved by: Katie Dunlap

Seconded by: Claudia Bulthuis

Motion Carried.

5.6 **New Business - Bill Price**

No new business was brought forward to the committee.

5.7 **Adjourn - Bill Price**

With there being no further business Mr. Price adjourned the meeting at 6:42 pm.

6. **Legislative and Public Relations Committee**

Committee Members

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

6.1 **Call to Order - Dr. Katie Dunlap, Chairman**

Dr. Dunlap, Chairman, called the meeting to order at 6:42 pm. Committee Roll was called by Dr. Dunlap.

Committee Members Present: Dr. Katie Dunlap, Chairman; Claudia Bulthuis, Vice Chair; and Bill Price.

Committee Members Absent: Dr. Tawanda Bennett, Tim McAuley Sr.

Other Board Members Present: Phil Absher; Gelynda Capel; Robert Harris; Kerry Hensley; Dr. Philip Jones; and Gordon Knowles.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator; Joshua Thaxton IT; and Hunter Smith, Dean of Continuing Education.

6.2 **Public Relations and Marketing Report - Kelly Morgan**

50

Kelly Morgan shared a Public Relations & Marketing update.

[Public Relations and Marketing Report June 2023 Mtg.pdf](#) 

6.3 **Legislative Update - Dr. Bledsoe**

6.4 **New Business - Dr. Katie Dunlap**

No new business was brought forward to the committee.

6.5 **Adjourn - Dr. Katie Dunlap**

With there being no further business, Dr. Dunlap adjourned the meeting at 6:48pm.

7. Institutional Status Committee

Committee Members

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

7.1 **Call to Order - Robert Harris, Chairman**

Mr. Harris, Chairman, called the meeting to order at 6:48 p.m. Committee Roll was called by Mr. Harris.

Committee Members Present: Robert Harris, Chairman; Gelynda Capel; Dr. Philip Jones; and Claudia Bulthuis.

Committee Members Absent: Susan Eggleston, Vice Chair

Other Board Members Present: Phil Absher; Dr. Katie Dunlap; Kerry Hensley; Gordon Knowles; and Bill Price.

Others Present: Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Emily Tucker, Director of Resource Development; Kelly Morgan, Public Relations and Marketing; Korrie Ervin, Special Projects Coordinator; Joshua Thaxton IT; and Hunter Smith, Dean of Continuing Education.

- 7.2 Policy 2.1.3 Weapons on Campus - First Reading - Dr. Bledsoe
Dr. Bledsoe shared a presentation on the Policy of 2.1.3 Weapons on Campus.

51

[Policy 2.1.3 Weapons on Campus](#) 

7.3 **Policy 5.3.2 Student Code of Conduct - Possession of Weapons- First Reading - Dr. Bledsoe**

52 - 53

Dr. Bledsoe presented Policy 5.3.2 Student Code of Conduct - Possessions of Weapons.

[Policy 5.3.2 Student Code of Conduct - Possession of Weapons](#)



7.4 **SACSCOC Update - Dr. Bledsoe**

Dr. Bledsoe shared a SACSCOC update.

7.5 **New Business - Robert Harris**

No new business was brought forward to the committee.

7.6 **Adjourn - Robert Harris**

There being no further business Mr. Harris adjourned the meeting at 7:00 pm.

Montgomery Community College
County Funds - Board Report for April 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	244,557	201,069	43,488	82%
Benefits	126,063	97,123	28,940	77%
Contracted Services	27,250	21,494	5,756	79%
Supplies & Materials	46,366	42,654	3,712	92%
Professional Development (Travel)	946	135	811	14%
Utilities	337,938	264,804	73,134	78%
1 Repairs & Maintenance	22,513	19,747	2,766	88%
Membership & Dues	925	925	-	100%
Insurance & Bonding	37,149	3,969	33,180	11%
Other Current Expenses	5,603	4,800	803	86%
Non-Capitalized Equipment	1,490	-	1,490	0%
Total Current Expense	850,800	656,720	194,080	77%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2023 Report	1,105,306
Add: Prior FY Property Tax Allocations from County Report	450,562
Add: FY23 Property Tax Allocation from County Report	70,975
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,801,843
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs, School Car, Tree Removal, Parking Lot Striping, roof repairs, office renovation	(158,208)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 04/30/23	\$ 495,501

Montgomery Community College
State Funds - Board Report for April 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time	4,874,402	3,718,956	1,155,446	76%
Salaries- Part Time	898,137	682,305	215,832	76%
Salaries- Full Time & Part Time	5,772,539	4,401,261	1,371,278	76%
Benefits	2,238,783	1,787,424	451,359	80%
Contracted Instruction	139,353	86,857	52,496	62%
Financial/Audit Services	97,684	88,137	9,547	90%
I.T. Contracted Services	4,500	-	4,500	0%
Other Contracted Services	38,113	32,184	5,929	84%
Contracted Services	279,650	207,178	72,472	74%
Supplies & Materials	312,143	200,967	111,176	64%
Professional Development & Travel	118,777	61,164	57,613	51%
Communications	85,121	66,305	18,816	78%
Equipment Repair	31,982	20,843	11,139	65%
Maintenance Agreements	133,817	30,917	102,900	23%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	165,799	51,760	114,039	31%
Advertising	96,218	79,470	16,748	83%
Finish Line Grant	28,101	3,476	24,625	12%
Credit Card Electronic Processing	11,680	4,716	6,964	40%
Short-term Workforce Dev. Grant	12,971	12,971	-	100%
Summer Accelerator Grant	24,663	-	24,663	0%
Longleaf Complete Grant	16,106	-	16,106	0%
Child Care Assistance Grant	55,804	4,044	51,760	7%
Workforce Resilience CE Grants	21,569	4,096	17,473	19%
Other Current Expense	34,493	33,118	1,375	96%
Other Current Services	205,387	62,422	142,965	30%
Software License Renewal	148,249	115,038	33,211	78%
Other I.T. Rentals/ Leases	121,044	63,066	57,978	52%
IT Rentals/Leases/Licenses	269,293	178,104	91,189	66%
Insurance and Bonding	19,492	1,087	18,405	6%

Montgomery Community College
State Funds - Board Report for April 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Membership & Dues	35,547	16,249	19,298	46%
Minor Equipment Low Risk < \$5K	55,476	47,954	7,522	86%
Minor Equipment High Risk <\$5K	54,880	54,129	751	99%
Minor Equipment	110,356	102,084	8,272	93%
Total Current Expense	9,709,105	7,215,475	2,493,630	74%
Equipment	204,112	64,457	139,655	32%
Perkins Equipment	10,186	9,251	935	91%
Perkins Non-Cap Equipment	7,928	3,755	4,173	47%
Books	39,085	15,815	23,270	40%
Equipment & Books	261,311	93,278	168,034	36%
Total Expenses	9,970,416	7,308,753	2,661,664	73%

Montgomery Community College
Institutional Funds- Board Report for April 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 04/30/23
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	512	275	2,557
Overhead Receipts 75%	14,833	5,559	2,128	18,264
Current General & Miscellaneous	37,481	1,134	1,098	37,517
Administrative Support	4,949	1,030	5,979	-
Overhead Receipts 25%	13,450	1,853	-	15,303
Excess Fee Receipts	-	100	100	-
Textbook Rental	27,488	15,675	12,014	31,149
College Work Study	-	14,896	14,896	-
CARES Act-Institutional	(12,142)	608,350	596,207	-
Lost Revenue HEERF II	157,102	17,828	17,828	157,102
Total Institutional Support	241,258	666,937	650,526	257,669
Forestry Program	5,823	84,511	-	90,334
Specific Fees	117,243	79,029	78,245	118,027
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	100	14,128
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	13,925	1,355	100,918
Golden Leaf FY20	-	-	-	-
Total Curriculum Instruction & Fees	227,624	177,465	79,700	325,389
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	38,755	16,676	122,201
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	376	2,168	7,553
Specific Fees: Occupational Extension	118,139	27,549	46,772	98,917
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	29,500	31,125
2 DOL-AWESM Grant	(10,131)	42,954	41,242	(8,419)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	2,229	(2,229)
Total Cont Ed/Non-Curriculum Inst & Fees	279,950	127,634	138,586	268,998
4 NCWorks Grant Adult Services/Dislocated Worker	-	107,529	148,831	(41,302)
NCWorks Finish Line Grant	-	1,745	1,745	-
Total NC Works	-	109,274	150,576	(41,302)
Operational Funds	42,251	1,000	24,101	19,150
5 Sales Tax Utilization	-	138,369	158,208	(19,839)
Agricultural Expansion	-	68,156	3,500	64,656
Total Plant Operation & Maintenance	42,251	207,525	185,809	63,967
Library Fund	-	275	-	275
Vending	18,589	11,414	7,288	22,715
Bookstore Vending	66,523	4,880	-	71,403
General Store	1,338	9	-	1,347
Parking Fee	31,531	2,648	-	34,179
Student Government Association	47,960	23,133	11,893	59,200
Graduation Fund	2,007	4,795	3,651	3,151
Student Ambassador	31,601	2,470	249	33,822

Montgomery Community College
Institutional Funds- Board Report for April 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 04/30/23
Club Accounts	70,612	-	-	70,612
6 Agency Fund	(12,460)	-	-	(12,460)
Funds for Others	6,276	-	-	6,276
Restricted Scholarships Held	-	-	-	-
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	263,976	49,625	23,081	290,521
GEER Scholarship	161	-	-	161
FSEOG	846	33,136	33,136	846
7 Pell Grant	(8,589)	822,894	823,756	(9,451)
Education Lottery Scholarship	-	51,084	50,318	766
Golden LEAF	-	31,468	31,468	-
NC Community College Grant	(225)	52,442	50,858	1,359
High Demand/Low Enrollment	-	1,272	1,272	-
8 MCC Foundation Scholarship	-	135,504	135,514	(10)
Wells Fargo Scholarship	-	500	500	-
Less Than Half-time	-	1,140	1,140	-
SGA President Scholarship	-	1,500	1,500	-
SECU Scholarships	-	6,250	6,250	-
LongLeaf Commitment Grant	836	40,828	36,490	5,174
NCSEAA FELPS Sch	-	5,250	5,250	-
STWD Short-Term Workforce Development	-	12,971	12,971	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(6,971)	1,196,239	1,190,423	(1,155)
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	-	-	-
Bond-Blair Hall & Outside Amphitheater	-	-	-	-
Metal Finishing Lab	56,609	-	50,540	6,069
SCIF: Capel Hall Reno #2672	-	90,500	90,500	-
Golden LEAF-FY2020-085	-	-	-	-
Total Capital Assets	56,609	90,500	141,040	6,069
Total Institutional Funds: First Bank	1,104,698	2,625,200	2,559,741	1,170,157
STIF Account as of 04/30/23		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		752	45,180	45,933
Self Supporting- Continuing Education		182	10,922	11,104
Technology Fees		1,336	80,218	81,554
Bookstore		1,055	63,324	64,379
Total Institutional Funds: State Treasury		3,325	199,644	202,969
1 Pell Overpayment(Due from Students)				
2 Due from Forsyth Tech				
3 Due from State				
4 Due from NC Works (WIOA)				
5 Due from County				
6 FA Bookstore Charges				
7 Due from Students				
8 Due from MCC Foundation				

Montgomery Community College Foundation

Funds Statement FY 2022-2023

Fiscal Year To Date 7/1/2022 thru 6/30/2023			
Wells Fargo	STIF	First Bank	Total
\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48

Month of April 2023			
Wells Fargo	STIF	First Bank	Total
\$3,875,203.57	\$285,753.43	\$135,574.86	\$4,296,531.86

Receipts				
Interest/Dividends	\$86,702.29	\$4,714.63	\$21.92	\$91,438.84
Deposits	\$62,759.20	\$61,875.88	\$183,376.97	\$308,012.05
Total Receipts	\$149,461.49	\$66,590.51	\$183,398.89	\$399,450.89

\$4,734.61	\$715.47	\$2.29	\$5,452.37
\$12,467.00	\$5,567.00	19,715.70	\$37,749.70
\$17,201.61	\$6,282.47	\$19,717.99	\$43,202.07

Disbursements				
Fees/Withdrawals	\$151,262.23	\$66,752.61	\$183,228.60	\$401,243.44
Total Disbursements	\$151,262.23	\$66,752.61	\$183,228.60	\$401,243.44

\$56,433.65	\$6,360.40	\$26,062.32	\$88,856.37
\$56,433.65	\$6,360.40	\$26,062.32	\$88,856.37

Market Value Net Change	\$228,151.28	\$0.00	\$0.00	\$228,151.28
--------------------------------	--------------	--------	--------	--------------

\$50,865.65	\$0.00	\$0.00	\$50,865.65
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Ending Value	\$3,886,837.18	\$285,675.50	\$129,230.53	\$4,301,743.21
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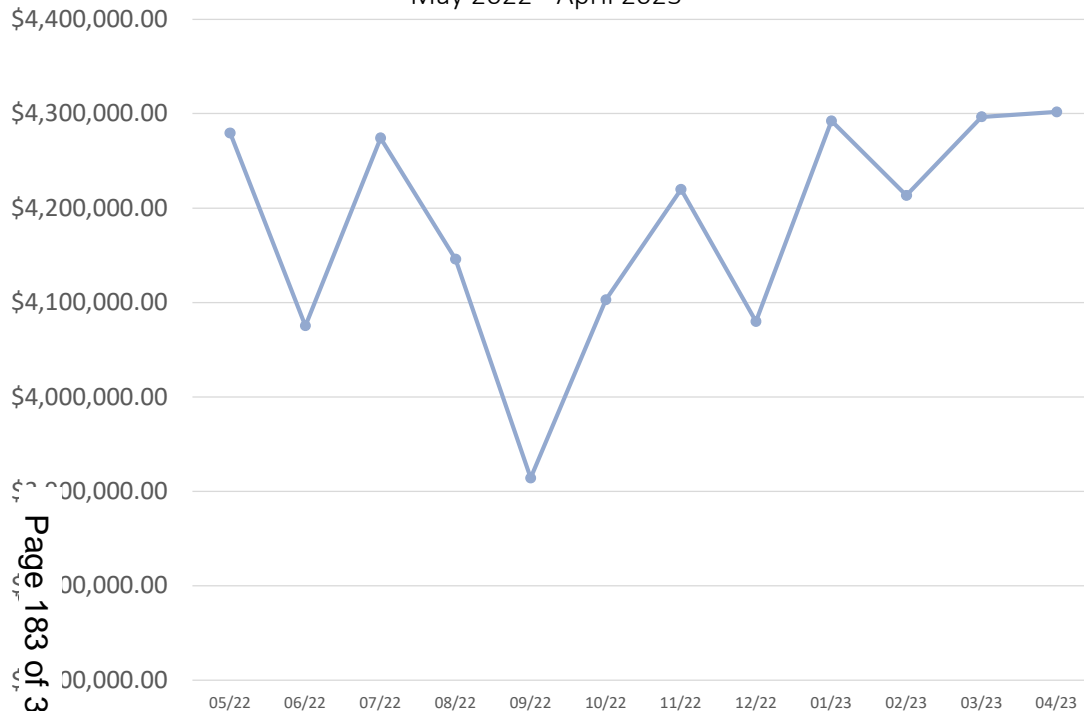
\$3,886,837.18	\$285,675.50	\$129,230.53	\$4,301,743.21
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Net Change	\$226,350.54	(\$162.10)	\$170.29	\$226,358.73
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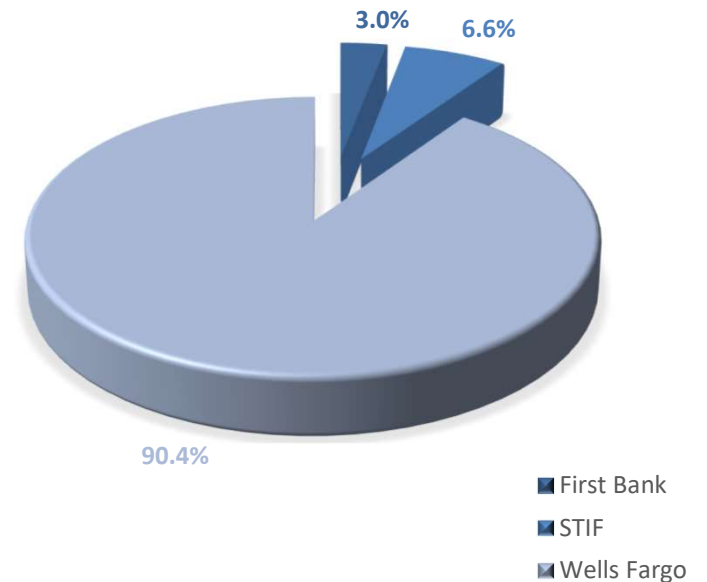
\$11,633.61	(\$77.93)	(\$6,344.33)	\$5,211.35
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Foundation Funds Value

May 2022 - April 2023



Foundation Funds Distribution





In-Kind Contribution Transfer

GRANTEE ORGANIZATION

Organization: Montgomery Community College Foundation
Program: MCC Welding Department
Program Contact: Michael Holder

DONOR INFORMATION

Donor's Name: Jordan Innovative Fabrication
Address: 275 Sedberry Road Biscoe, NC 27209
Phone:
Email:
Date Provided: April 17, 2023

To the best of our knowledge the below goods and/or services were donated to our organization in support of the program listed below.

Description of Donation	Fair Market Value	Transfer To
(3) pieces of 16GA(.0538MN) X 48 X 8 metal & (17) pieces of 1/8 X 8 X 20	\$1,108.95	Welding Department
TOTAL:		\$1,108.95

Gift Acceptance Policy - The donation Fair Market Value (FMV) shall not be specified in the donation acknowledgement letter. Non-cash donations shall be acknowledged and accepted by the Foundation Board of Directors. The Foundation Board of Directors shall approve transfer of non-cash donations intended for the College. Donations shall be acknowledged and accepted by the College Board of Trustees. All non-cash donations shall be entered into the Foundation financial records.

Approved on: _____

1011 Page Street · Troy, NC 27371 · (910) 898-9603 · tuckere5282@montgomery.edu

Montgomery Community College Foundation is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; Tax ID #56-1834221



In-Kind Contribution Transfer

GRANTEE ORGANIZATION

Organization: Montgomery Community College Foundation
Program: MCC Gunsmithing Department
Program Contact: Mark Dye

DONOR INFORMATION

Donor's Name: Boon and Mary Chesson
Address: 1401 Cortland Rd. West
Charlotte, NC 28209
Phone:
Email:
Date Provided: March 13, 2023

To the best of our knowledge the below goods and/or services were donated to our organization in support of the program listed below.

Description of Donation	Fair Market Value	Transfer To
Engraving ball, a set of engraving hand tools, and some engraving books	\$300.00	Gunsmithing Department
TOTAL:		\$300.00

Gift Acceptance Policy - The donation Fair Market Value (FMV) shall not be specified in the donation acknowledgement letter. Non-cash donations shall be acknowledged and accepted by the Foundation Board of Directors. The Foundation Board of Directors shall approve transfer of non-cash donations intended for the College. Donations shall be acknowledged and accepted by the College Board of Trustees. All non-cash donations shall be entered into the Foundation financial records.

Approved on: _____

1011 Page Street · Troy, NC 27371 · (910) 898-9603 · tuckere5282@montgomery.edu

Montgomery Community College Foundation is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; Tax ID #56-1834221

Grants Applied or in Process 2022/2023					
People Helping People (REMC)	Fee Assistance for HiSET (High School Equivalency Testing(Funding to assist low-income High School Equivalency students who cannot afford the HiSET testing fees.	1 Year	\$1,000	Submitted May 30, 2023
NCEM State & Local Cybersecurity Grant Program (SLCGP)	MCC Cybersecurity Enhancement Program	MCC is applying for this SLCGP funding to add an additional layer of security to our cloud environment with a virtual firewall and a more secure environment for servers.	4 Years	\$80,132	Submitted April 24, 2023
Montgomery Fund	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted April 18, 2023
Lowe's Foundation - Gable Grants	Enhancing the Skilled Trades Programs at Montgomery Community College	A two-year grant to help build a sustainable infrastructure of innovative training programs to cultivate more job-ready tradespeople and address the skilled trades labor shortage throughout the U.S. The Lowe's Foundation Gable Grants program will also aim to increase the number of young and diverse tradespeople, particularly from underrepresented and rural communities.	2 year	\$375,000	Submitted April 6, 2023 Denied May, 2023
Grants Awarded 2022 - 2023					
UNC System Faculty Awards for Southeast Asian Studies	From the CIA's Secret Base of Long Cheng, Laos to the Carolinas: The North Carolina Hmong Project - A Journey Worth Sharing	This project will begin the documentary of the Hmong stories in North Carolina as part of the 50th Anniversary of the Hmong massive exodus out of Laos as refugees. A traveling museum will be developed from these stories and shared with other community colleges and universities.	1 year	\$3,000	Submitted March 2023 Approved April 2023
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA - W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted October 2022 West - Approved February 2023 East - Approved March 2023
NC State University	North Carolina Agricultural Education Student Beekeeping Grant	Grant funding is available in each North Carolina County for FFA Chapters serving high school students to create and continue beekeeping programs.	3 Year	\$1,500	Submitted April 7, 2022 Approved June 2022

Montgomery Community College Facilities and Construction Update June 2023

Construction

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

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

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

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

Facilities

- **Buildings**

- New custom shade sails were installed in front of Student Services in the courtyard. The shades have reduced the amount of sun shining into the windows at Student Services and has created an inviting place for students and employees.



- Maintenance has begun to retrofit old fluorescent light fixtures in Capel Hall's restrooms to LED lights. This summer maintenance will be replacing 200+ fluorescent lights in the Multi-purpose room to LEDs.

Forestry Road Repair

To comply with EPA standards and to repair issues with drainage and ponding, the forestry road that runs along the firing range to the Building 700 needs work done. Two areas will have DOT approved culverts installed to locate water away from the road. At the stream crossing, the existing culvert will be removed and replaced with a larger culvert to help with drainage. A number of new drainage turn-outs will be constructed to direct water off the road. Once all the grading is finished, 250 tons of gravel will be placed on the road. Behind Building 700 the large mound of dirt will be removed and grading will be done to prevent water from ponding. We are proposing to accept the bid of \$23,870 from Lemonds Backhoe to complete the work. The funding will be covered from the recent Timber Sale project in which we received over \$85,000.



Bid Tabulation: FORESTRY ROAD REPAIRS

Montgomery Community College


DATE: 5/24/23

Single Prime General Contractor	License No.	Awarded	HUB Vendor	Base Bid	Alternate 1	Alternate 2	Alternate 3			Total
Lemons Backhoe		yes		23,870						\$23,870
Bruton Grading		no		33,065						\$33,065
Dennis Backhoe		no		no bid						no bid


NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT


College 

Project Name **NCCCS Project No.**

Campus  **County**

I. TYPE OF PROJECT:

II. DESCRIPTION OF PROJECT:

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

Insert project and amendment description here.

Building 100 (64,090 sq. ft), Building 200 (44,800 sq. ft), Building 300 (3,878 sq. ft), Building 500 (8,600 sq. ft), Building 600 (6,378 sq. ft) and Building 700 (7,150 sq. ft) will have upgrades to security by implementing keyless entry to all exterior doors and a select number of interior doors. Eighteen (18) exterior doors and twelve (12) interior doors were identified for this project. The new upgrades will have a "lockdown" feature to secure all campus buildings in emergency situations. A large part of this project will include modifications of our exterior entry and interior doors to accommodate keyless entry.

- ☐ **Project to be constructed/renovated on college owned property**
- ☐ **Project to be constructed/renovated on leased property**

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

This form was prepared by:

Name:

Signature:

Contact Number:

Date:

CPC Signature:

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

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

2. Demolition (not in III B)

Subtotal "A"

0.00

B. CONSTRUCTION

1. Design Fee

0.00

2. Construction.....

190,000.00

3. Construction Contingency

9,500.00

4. Other Contracts

5. Other Fees

Subtotal "B"

199,500.00

C. Other Costs

1. Initial Equipment.....

2. Work Performed by Owner

Subtotal "C"

0.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**\$199,500.00****IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated

2. County Bonds

3.

4.

5.

Subtotal "A"

0.00

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

1.

2.

3.

Subtotal "B"

0.00

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code 42120 R&R SCIF \$400M

199,500.00

2. Budget Code

3. Budget Code

4. Budget Code

Subtotal "C"

199,500.00

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

199,500.00

D. UNIDENTIFIED FUNDS

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

Subtotal "D"

0.00

Total Sources of Funds Including Unidentified**\$199,500.00**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$199,500.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 6/14/2023 .

- ☒ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.
- ☒ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

**Montgomery Community College
Employee Appointments
May 2023**



Gunsmithing Instructor - On May 1, 2023, **Alex Williams** was hired as a 12 Month Gunsmithing Instructor. He holds an Associate's degree in Gunsmithing from Montgomery Community College. He attended MCC's Gunsmithing program from August 2015 – July 2017. Prior to accepting this position, Alex served as the Program Coordinator of Short-Term Gunsmithing Courses for MCC from November 2017 to April 2017. Prior to coming to MCC, he worked as a General Manager for UHaul from February 2013- August 2015.

Office #158, 910-898-9744 (ext.744) williamsa4158@montgomery.edu



Program Facilitator of Short-Term Gunsmithing Courses - On May 15, 2023, **Michael Gardner** was hired as the Program Facilitator of Short-Term Gunsmithing Courses. He holds a Bachelor's degree in Religious Education with a minor in Pastoral Ministry from Heritage Bible College. He holds an Associate's degree from MCC in Gunsmithing and an Associate's degree from Jefferson Community College in Humanities and Social Sciences. Prior to

accepting this position, Michael worked for Victory Arms and Munitions as a Gunsmith from November 2021 to May 2023. His other past career positions were a Freight Segregation Supervisor with Kaplan Early Learning Company from July 2021 to March 2022, an Intern Armorer with OST from June 2021 – July 2021 and an Assistant Customer Service Manager with Harris Teeter from November 2016 – May 2021.

Office #158, 910-898- 9742 (ext.742) gardnerm8558@montgomery.edu

**Montgomery Community College
Employee Separations
May, 2023**

Matthew Mutarelli – Gunsmithing Instructor– On May 31, 2022, **Matthew Mutarelli**, separated from Montgomery Community College. **Matthew** served MCC for 8 years from 08/2015 to 05/2023.

The GunSmithing Instructor will provide classroom and lab instruction for various subjects related to Gunsmithing. Course content will introduce the basic skills needed to refurbish metal, wood, composites, and laminates as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks such as restoration of firearms, stock making, barrel work, and repair and custom work. In conjunction with the direct supervisor, evaluate and improve program quality; stay abreast of applicable regulations applied to the industry; and complete all required paperwork accurately and in a timely manner. This position is a 12-month position and will include day, night, and weekend shifts.

TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

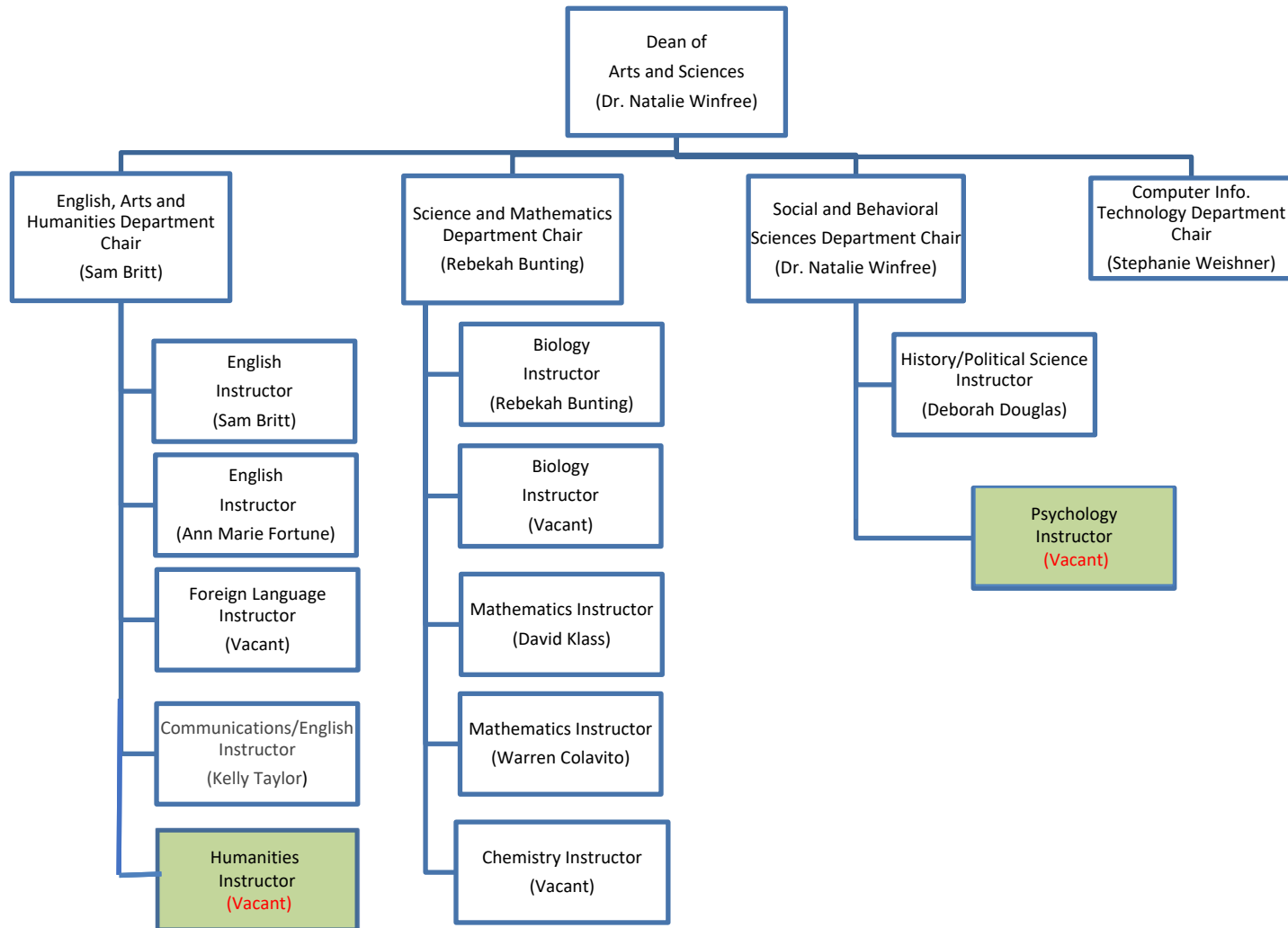
<input type="checkbox"/>	Out-of-State Travel	<input type="checkbox"/>	Confirmation of Verbal Approval	<input type="checkbox"/>	In-state Excess
<input type="checkbox"/>	Out-of Country Travel	<input checked="" type="checkbox"/>	*Blanket Travel Authorization	<input type="checkbox"/>	Initial Request
<input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

TRAVELERS: Dr. Chad Bledsoe			
TRAVEL TO: Local and Regional Meetings		SOURCE OF FUNDS: State	
MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle		SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
REQUESTING DEPARTMENT: President's Office		DEPARTMENTAL APPROVAL	
		DIVISION HEAD _____ DATE _____	
		DEPARTMENT HEAD _____ DATE _____	
TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING	PERIOD ENDING	
	July 1, 2023	June 30, 2024	
PURPOSE AND EXPLANATORY REMARKS -- Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate. Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, SACSCOC Annual Conference, SHOT Show, President's Conferences and the NRA Convention.			
LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:			

(THIS SECTION FOR STATE OFFICE USE ONLY)

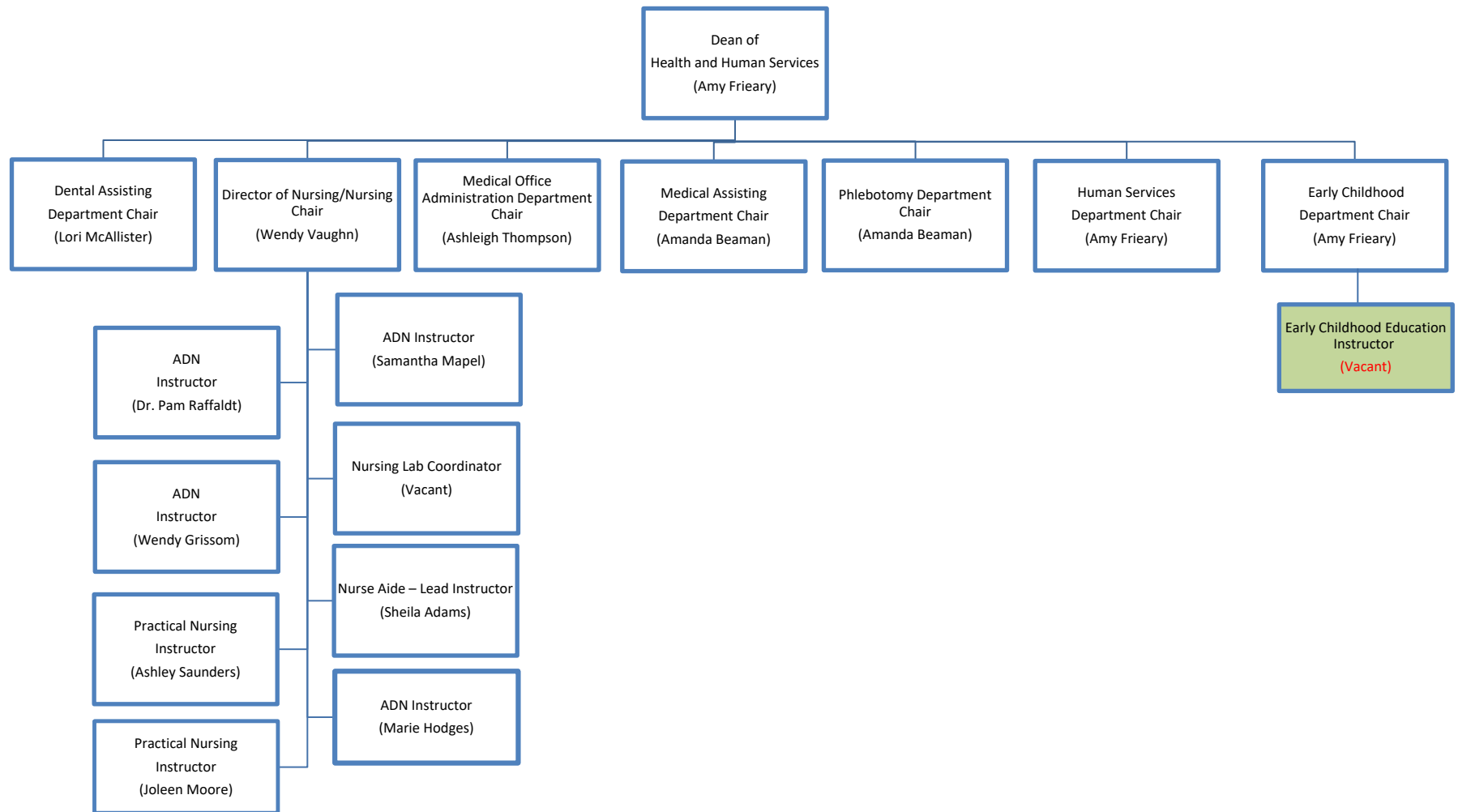
<input type="checkbox"/>	Request Approved	Approval is contingent upon availability of funds and subject to limitations imposed by G.S. 138.6.
<input type="checkbox"/>	Request Denied	
<input type="checkbox"/>	Request Returned	
COMMENTS OR REPLY:		
		DATE

Instruction/SS (Arts and Sciences)



Updated June 1, 2023

Instruction/SS (Health and Human Services)



Updated June 1, 2023



**FT Instructor, Early Childhood
Education, 9 Month**

Class Code:
FF_HH_CHILDED9

MONTGOMERY COMMUNITY COLLEGE
Established Date: Jun 5, 2023
Revision Date: Jun 5, 2023

SALARY RANGE

\$3,784.00 Monthly
\$45,408.00 Annually

POSITION DESCRIPTION:

Provide instruction in the discipline area of Early Childhood or Dual Early Childhood & Human Services in a community college setting. The student population may be a combination of high school, early college, and adult learners. Instruction should focus on student success and promote an environment of life long learning.

ESSENTIAL RESPONSIBILITIES:

Creating an effective learning environment.

- * Keeping current with information and skills in the respective teaching field.
- * Serving on college committees and attending meeting as assigned and/or requested.
- * Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- * Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- * Maintaining current course syllabi.
- * Maintaining accurate records such as:

Daily attendance

Grades

Veterans and financial aid attendance reports

Other assigned instructional records

- * Assisting in selection of textbooks, equipment, and supplies for each course.
- * Initiating requests for equipment and supplies.
- * Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- * Attending graduation functions and ceremonies.
- * Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- * Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- * Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- * Maintaining a high level of professionalism as a representative of the college.
- * Assisting the Department Chair/Director with updating the curriculum web page.
- * Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

QUALIFICATIONS & DEGREE REQUIREMENTS:

Requires a Master's degree in Early Childhood OR a Master's degree in a related field with 18 graduate semester hours in the area of instruction. Three years of community college teaching experience utilizing learning management system (Blackboard) is preferred.

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Montgomery Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



FT Instructor, Humanities, 9 Month

Class Code:
FF_AS_HUMAN09

MONTGOMERY COMMUNITY COLLEGE

Established Date: Jun 5, 2023

Revision Date: Jun 5, 2023

SALARY RANGE

\$3,784.00 Monthly
\$45,408.00 Annually

POSITION DESCRIPTION:

Provide instruction in the discipline area of Humanities in a community college setting. The student population may be a combination of high school, early college, and adult learners. Instruction should focus on student success and promote an environment of life long learning.

ESSENTIAL RESPONSIBILITIES:

Creating an effective learning environment.

- * Keeping current with information and skills in the respective teaching field.
- * Serving on college committees and attending meeting as assigned and/or requested.
- * Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- * Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- * Maintaining current course syllabi.
- * Maintaining accurate records such as:

Daily attendance

Grades

Veterans and financial aid attendance reports

Other assigned instructional records

- * Assisting in selection of textbooks, equipment, and supplies for each course.
- * Initiating requests for equipment and supplies.
- * Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- * Attending graduation functions and ceremonies.
- * Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- * Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- * Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- * Maintaining a high level of professionalism as a representative of the college.
- * Assisting the Department Chair/Director with updating the curriculum web page.
- * Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

QUALIFICATIONS & DEGREE REQUIREMENTS:

Requires a Master's degree in Humanities OR a Master's degree in a related field with 18 graduate semester hours in the area of instruction. Three years of community college teaching experience utilizing learning management system (Blackboard) is preferred.

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Montgomery Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



FT Instructor, Psychology, 9 Month

Class Code:
FF_AS_PSYCH09

MONTGOMERY COMMUNITY COLLEGE

Established Date: Jun 5, 2023

Revision Date: Jun 5, 2023

SALARY RANGE

\$3,784.00 Monthly
\$45,408.00 Annually

POSITION DESCRIPTION:

Provide instruction in the discipline area of Psychology & Sociology in a community college setting. The student population may be a combination of high school, early college, and adult learners. Instruction should focus on student success and promote an environment of life long learning.

ESSENTIAL RESPONSIBILITIES:

Creating an effective learning environment.

- * Keeping current with information and skills in the respective teaching field.
- * Serving on college committees and attending meeting as assigned and/or requested.
- * Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.
- * Developing and coordinating a plan to ensure Institutional Effectiveness. This includes planning and evaluation activities for the Montgomery Community College planning process, relevant accreditation agencies, and the North Carolina Community College's Annual Program Review.
- * Maintaining current course syllabi.
- * Maintaining accurate records such as:

Daily attendance

Grades

Veterans and financial aid attendance reports

Other assigned instructional records

- * Assisting in selection of textbooks, equipment, and supplies for each course.
- * Initiating requests for equipment and supplies.
- * Responsible for the inventory and maintenance of equipment and supplies in their respective department.
- * Attending graduation functions and ceremonies.
- * Working with advisory committees to ensure relevant curriculums, instruction/materials and student placement.
- * Enhancing personal teaching skills, taking full advantage of the latest technological applications in teaching and subject matter, and taking responsibility for an effective professional development plan.
- * Fulfilling all contract provisions, including but not limited to participating in meetings and completing work assignments/responsibilities during the contract period.
- * Maintaining a high level of professionalism as a representative of the college.
- * Assisting the Department Chair/Director with updating the curriculum web page.
- * Performing other duties as assigned by the Dean, Department Chair/Director or Vice President of Instruction.

QUALIFICATIONS & DEGREE REQUIREMENTS:

Requires a Master's degree in Psychology OR a Master's degree in a related field with 18 graduate semester hours in the area of instruction. Three years of community college teaching experience utilizing learning management system (Blackboard) is preferred.

SUPPLEMENTAL INFORMATION:

Equal Employment Opportunity

Montgomery Community College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Policy 3.2.5 - Annual Leave

I. Amount Earned

Each full-time employee, eligible to earn annual leave, who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Employees shall earn annual leave rate at the following rate:

Years of Total

State Service Year	Hours Earned Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 2	7.83 hrs.	94	11.75
2 but less than 5	9.17 hrs.	110	13.75
5 but less than 10	11.17 hrs.	134	16.75
10 but less than 15	13.17 hrs.	158	19.75
15 but less than 20	15.17 hrs.	182	22.75
20 or more	17.17 hrs.	206	25.75

II. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

III. Advancement

A. Annual leave may be advanced by the President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.

B. For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave s/he would earn during the remainder of the fiscal year.

C. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-uneared annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

IV. Accepted Uses

The primary purpose of annual leave is to allow for employee vacations.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V. Other Procedures

A. Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in units of thirty (30) minute increments.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.
3. Payment for annual leave will be made on the regular payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.
4. Retirement deductions shall be made from all annual leave payouts.
5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave For new employees, the College ~~does not accept~~ may accept up to 80 hours of annual leave from other state agencies or local educational entities. The College does not accept other forms of leave (i.e. Bonus Leave) except Sick Leave as defined in Policy 3.4.2.

D. Annual Leave Records The College shall maintain records for annual leave earned and taken for each employee. The College shall retain all annual leave records of all separated employees for a period of at least five years from the date of separation. It is the employee's responsibility to report any discrepancy or problem with his/her annual leave balance to Human Resources.

Adopted: May 8, 2019

Revised: *****

Board Report

Instruction and Student Services

June 14, 2023

Instruction

Health and Human Services

The first ADN student has taken and passed the new NextGen NCLEX exam. The remaining ADN and LPN students have scheduled their exams. All three of the Medical Assisting graduates have job placements with two out of the three already completing their CMA (Certified Medical Assistants) exam. Dental Assisting Program has a full class, twenty students, for the fall semester 2023.

Career and Technical Education

The Facilities Maintenance Technology – Carpentry students have completed the storage shed for the Troy Habitat house build. The building will be moved on-site of the house in coming weeks.



Arts and Sciences

Graduates from University Transfer programs, traditional and dual enrolled have been accepted numerous institutions including; Appalachian State University, University of North Carolina- Chapel Hill, University of North Carolina- Asheville, University of North Carolina Charlotte, University of North Carolina – Greensboro, University of North Carolina- Wilmington, NC State University, North Carolina A&T State University, Guilford College, and Winston Salem State University, and others.

Gunsmithing

The two Gunsmithing students selected by the Department of Energy have departed for their internship in Arkansas. The Benelli USA Firearms representatives will be on campus June 14, 2023 to discuss intern opportunities for our students in the future. Their plan is to develop a program similar to what the Department of Energy currently has in place.

Student Services

Admissions and Retention

Twenty-two Early College students will return next year for the “fifth year options” to complete additional credits, including the Associate in Engineering Degree. This is the largest group to utilize the option. Recruitment activities continue at area high schools and community events. The College provided tutoring (online, face-to-face, and open study hall) to over 385 students this academic year.

Registrar

The final Spring Graduation numbers included 282 unduplicated students completing 322 Degrees, Diplomas, and Certificates. An additional 49 students will complete their programs at the end of the Summer term with 60 additional Degrees, Diplomas, and Certificates. One hundred forty-two students participated in the 2023 Graduation. Early College Students earned 36 Associate Degrees as well as 45 Certificates.

Financial Aid

The Financial Aid office awarded over a million dollars in aid, scholarships, and grants, including awarding over \$24,000 for students for the summer. The Longleaf Commitment grant monies have been awarded and reconciled. The College awarded over 70 Montgomery Scholar Scholarships at the Montgomery Central High School awards ceremony.

Continuing Education

Business and Industry

The 27th Class of Leadership Montgomery graduated on May 16, 2023 including our very own Michelle Grit, Dean of Student Services, and Emily Tucker, Director of Resource Development. Two CPR, First Aid and AED class were provided for DR Reynolds with 30 employees receiving certification. Summer Camps are being advertised and rapidly filling up. Summer camps are a partnership with Montgomery County Schools and will be free to students. Jessica Hamilton, Director of Business & Industry attended a Biscoe Lions Club meeting and provided a Workforce Development Service and opportunity update.

Health and Public Safety

Staff in the Health and Public Safety department have applied for a \$5000 AgSouth grant to continue development of the agriculture rescue program.

Heritage Crafts

Summer Pottery classes have a total of 54 students enrolled and students are enjoying learning from our three new instructors. The Spring Pottery sale was well received, and raised over of \$2,600.

Small Business Center

In efforts to increase awareness about available services and seminars, the Small Business Center now has a second billboard location and a digital ad at Zeno's Restaurant.

NC Works Center

The NC Works Center is in the process of transferring Workforce Development Boards. Current workforce board staff are completing inventories and audits of cases to transfer over to the new Workforce Development Board.

2023 - 2024 STUDENT FEES

Fee		CONTINUING EDUCATION	Fee	CURRICULUM
\$5		Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$45 \$40		Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
*Fees for Heritage Crafts and Continuing Education courses are listed in the advertised cost of the course and are based on the actual cost of the materials needed for the specific course.			\$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
			\$45 \$40	Graduation Fee
			\$5	(Each additional degree, diploma, and/or certificate)
		Continuing Education Individual Class Fees		Curriculum Individual Class Fees
\$2,800 \$2,500		Truck Driver Training	\$25	AHR 110 Intro to Refrigeration
\$100 - \$220		Insurance online classes *fee amount dependent upon specific class taken	\$85	DEN 102 Dental Materials
\$30 - \$200		CE Heritage Crafts classes *fee amount dependent upon specific class taken and cost of supplies for the course	\$138	DEN 106 Clinical Practice I
\$138		Background check & drug test for Health & Public Safety programs	\$50	DEN 112 Dental Radiography
\$75		NRA – Occupational NRA classes, includes a meal	\$25	ELC 112 DC/AC Electricity
\$66.50		Advanced EMT online test bank access fee	\$25	ELC 113 Residential Wiring
\$49		EMT online test bank access fee	\$25	ELC 117 Motors and Controls
\$30		MIG – TIG Stick Welding *fee charged for each course taken	\$100 \$50	GSM 111 Gunsmithing I
\$25		Taxidermy *fee charged for each course taken	\$100	GSM 120 Gunsmithing Tools
\$22.50		EMR online testing access fee	\$40	GSM 225 Gunmetal Refinishing
\$20		Bricklaying	\$15	MED 140 Exam Room Procedures I
\$10		CB Bridges – FirstHealth Orientation	\$150	MED 150 Lab Procedures I
\$8		CE CPR card	\$15	MED 240 Exam Room Procedures II
\$8		OSHA card	\$125	MED-264 Medical Assisting AAMA Certification Exam Fee
\$5		Digital Photography	\$50	ADN/PN – Lab Simulation (NUR-101, NUR-111)
			\$3,236.75 (\$647.35/term)	Nursing: ADN ATI Program fee (NUR-111, 112, 113, 114, 213)
\$15 \$2		Pottery Lab *fee charged for each course taken	\$2,113.26 (\$1,056.63/term)	Nursing: PN ATI Program fee (NUR-101, 102BB)
\$35		Fire/Rescue Expo participation fee	\$59.60	ADN Fall semester My Clinical Exchange fee (NUR-111)
\$35		LP Gas Burn participant fee	\$39.60	PN Fall semester My Clinical Exchange fee (NUR-101)
			\$50	PBT 100 Phlebotomy Technology
			\$185	PBT-101 Phlebotomy Practicum
			\$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	
.3		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)
.60		Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

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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 121AB fee = \$7.50 for a total of \$15).

Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Montgomery Community College

Curriculum Title Human Services Technology: Developmental Disabilities Concentration

Curriculum Code: A5538A

Contact Person: R. Lee Proctor Phone Number: (910) 898-9660

Email Address: proctorr3159@montgomery.edu

Termination Semester: ☐ Fall ☐ Spring ☐ Summer 2023

Termination is for (check appropriate settings): X Campus ☐ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: ☐ Low Enrollment* X No Enrollment*

☐ Other* College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination):

Program has always had low enrollment and did not seem to meet the needs of community partners. The addition of the Social Services Concentration to the Human Services Technology program better meets the needs of the service area.

Is the curriculum program part of a collaborative/Level III ISA plan? ☐ Yes X No

If so, have participating colleges been notified of termination? ☐ Yes ☐ No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

☐ Yes X No

Is equipment available for transfer? ☐ Yes X No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please scan/email this form to: Director of Academic Programs, NC Community College System Office,
programs@ncccommunitycolleges.edu

Level-Two Instructional Service Agreement (ISA)

The Level-Two ISA should be utilized when two or more colleges plan to jointly offer curriculum or continuing education courses by sharing resources. The Level-Two ISA should only be used when a certificate, diploma or degree is not awarded. One or more of the participating colleges must be approved to offer the curriculum courses in an approved program of study or offer the continuing education course that has been approved by the State Board. FTE may be shared between the participating colleges. (The following agreement format is suggested.)

College Offering the Course(s): Richmond Community College

Participating College: Montgomery Community College

Contact Person: Name: John I. Kester College: Richmond Community College

Phone Number: (910) 410-1708 Email Address: jikester@richmondcc.edu

Contact Person: Name: Hunter L. Smith College: Montgomery Community College

Phone Number: (910) 898-9670 Email Address: smithh6902@montgomery.edu

Curriculum Course Prefix/Code/Title(s):

or

Continuing Education Course Prefix/Code/Title(s): TRA-3607 Truck Driver Training (S14755)

(Please select either curriculum courses or continuing education courses. Utilize a separate form for each area if colleges are jointly offering both type of courses.)

Proposed Starting Semester: ☒ **Fall** ☐ **Spring** ☐ **Summer** **Year** 2023

Plan for Delivery of the Course(s):

- ☐ NC Information Highway: _____
- ☐ Other Classroom and range operations will be provided by Richmond Community College at an agreed upon site recommended and secured by Montgomery Community College

Proration of Resources: Instructor cost, maintenance fees and fuel expenses will be divided amongst the two colleges with RichmondCC responsible for 75% of the expenses and MontgomeryCC responsible for 25% of the expenses.

Level-Two ISA Page 1 of 2

Proration of FTE (if applicable): The FTE earned will be assigned proportionally to the shared expenses with RichmondCC receiving 75% and MontgomeryCC receiving 25% of the earned FTE.

Termination Time Frame and Conditions: At the request of either college with at least one year of notification, or any timeframe agreed to by both colleges.

Other Terms of the Agreement: Montgomery Community College will be responsible for promoting the program and recruiting students and students will register through the MontgomeryCC website that will be linked to RichmondCC's Destiny One student management system.

This Agreement meets the requirements in 1D SBCCC 400.7 (b) and has been mutually agreed upon by the president and board of trustees for each institution.

Institution: _____

Institution: _____

Signature, President Date

Signature, President Date

Signature, Board of Trustees Chair Date

Signature, Board of Trustees Chair Date

The Board of Trustees may delegate authority to the College President to enter into a Level-Two ISA. If delegation has been authorized, please indicate by checking the following box: *Y*

The Board of Trustees may delegate authority to the College President to enter into a Level-Two ISA. If delegation has been authorized, please indicate by checking the following box: *Y*

A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Please send one original to the System Office. This agreement must be **filed** with the System Office **prior** to implementation of the course(s). Each college must maintain a signed copy of this agreement at the local institution.

Level-Two ISA Page 2 of 2

Public Relations and Marketing Report – June, 2023 Meeting

Foundational Initiatives (new tools and resources needed for success)

Design of 2022 Annual Report is underway (arrives July-Aug)

Content collection for Fall Tabloid is underway (in homes early July)

New enrollment campaign underway to replace the “Get” campaign of two years duration

Carthage Buggyfest Print Ad

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

New ConEd Leadership

Leadership Program (Hamilton, Friary)

Phi Theta Kappa Induction Ceremony

Kids Summer Camps

BLET Graduation

Nurse Pinning Ceremony

Leadership Montgomery

Press Pickups

New ConEd Leadership

Leadership Program (Hamilton, Friary)

Phi Theta Kappa Induction Ceremony



Social Media Statistics (Facebook)

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June	July	Aug	Sept	Oct	Nov	Dec
Reactions	404	611	741	960	3,275	1,211	717	1,126	333	407	941	567
Comment Share	101	146	197	164	906	510	326	195	79	116	207	102
Reached	7,287	9,130	14,920	15,652	26,456	14,451	13,380	14,191	5,746	5,796	9,430	6,350
Engaged	1,842	2,836	2,988	3,778	21,590	8,506	4,458	6,092	4,289	2,232	4,721	2,188
New Followers	30	27	25	27	78	9	42	54	48	27	21	14
Total Followers	3,606	3,626	3,642	3,664	3,732	3,386	3,428	3,477	3,538	3,554	3,572	3,198

Policy 2.1.3 - Weapons on Campus

Students, staff, faculty, and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) **or is considered instructional supplies**. It is the individual’s responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person’s intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.
- F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

Policy 5.3.2 - Student Code of Conduct

~~L. Possession of Weapons – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.~~

In accordance with Policy 2.1.3, students are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) or is considered instructional supplies. It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

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A. The firearm is a handgun; AND

B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND

C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND

D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND

E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

**Montgomery Community College
County Funds - Board Report for May 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	246,870	221,735	25,135	90%
Benefits	114,918	105,852	9,066	92%
Contracted Services	25,306	23,607	1,699	93%
Supplies & Materials	54,629	51,760	2,869	95%
Professional Development (Travel)	765	424	341	55%
Utilities	313,468	290,072	23,397	93%
1 Repairs & Maintenance	21,588	20,040	1,548	93%
Membership & Dues	1,025	1,025	-	100%
Insurance & Bonding	44,389	4,147	40,242	9%
Other Current Expenses	27,843	4,875	22,968	18%
Total Current Expense	850,800	723,536	127,264	85%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2023 Report	1,118,964
Add: Prior FY Property Tax Allocations from County Report	450,562
Add: FY23 Property Tax Allocation from County Report	71,678
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,816,203
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs, School Car, Tree Removal, Parking Lot Striping, Roof Repairs, Office Renovation Handrails, Shade Sails	(173,307)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 05/31/23	\$ 494,763

Montgomery Community College
State Funds - Board Report for May 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time	4,908,845	4,095,982	812,863	83%
Salaries- Part Time	845,041	757,228	87,813	90%
Salaries- Full Time & Part Time	5,753,886	4,853,210	900,676	84%
Benefits	2,145,313	1,958,345	186,968	91%
Contracted Instruction	168,868	99,987	68,881	59%
Financial/Audit Services	98,879	88,137	10,742	89%
Other Contracted Services	36,116	34,966	1,150	97%
Contracted Services	303,863	223,090	80,773	73%
Supplies & Materials	296,814	218,293	78,521	74%
Professional Development & Travel	81,268	68,745	12,523	85%
Communications	95,919	91,456	4,463	95%
Equipment Repair	21,390	21,387	3	100%
Maintenance Agreements	88,990	70,918	18,072	80%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	110,380	92,304	18,076	84%
Advertising	105,427	80,742	24,685	77%
Finish Line Grant	28,101	3,476	24,625	12%
Credit Card Electronic Processing	4,716	4,716	0	100%
Short-term Workforce Dev. Grant	12,971	12,971	-	100%
Summer Accelerator Grant	24,663	-	24,663	0%
Longleaf Complete Grant	16,106	4,000	12,106	25%
Child Care Assistance Grant	55,804	4,575	51,229	8%
Workforce Resilience CE Grants	21,569	4,096	17,473	19%
Other Current Expense	33,194	33,118	76	100%
Other Current Services	197,124	66,953	130,171	34%
Software License Renewal	153,582	117,009	36,573	76%
Other I.T. Rentals/ Leases	112,691	63,066	49,625	56%
IT Rentals/Leases/Licenses	266,273	180,075	86,198	68%
Insurance and Bonding	25,981	3,431	22,550	13%
Membership & Dues	33,272	30,376	2,896	91%

**Montgomery Community College
State Funds - Board Report for May 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Minor Equipment Low Risk < \$5K	105,965	52,050	53,915	49%
Minor Equipment High Risk <\$5K	74,814	54,129	20,685	72%
Minor Equipment	180,779	106,180	74,599	59%
Total Current Expense	9,596,299	7,973,199	1,623,100	83%
Equipment	324,544	83,785	240,759	26%
Perkins Equipment	10,669	9,251	1,418	87%
Perkins Non-Cap Equipment	7,445	7,445	0	100%
Books	39,085	15,815	23,270	40%
Equipment & Books	381,743	116,296	265,447	30%
Total Expenses	9,978,042	8,089,495	1,888,548	81%

Montgomery Community College
Institutional Funds- Board Report for May 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 05/31/23
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	512	275	2,557
Overhead Receipts 75%	13,874	5,806	2,187	17,493
Current General & Miscellaneous	40,842	1,177	1,141	40,878
Administrative Support	5,908	1,046	6,954	-
Overhead Receipts 25%	13,450	1,935	-	15,385
Excess Fee Receipts	-	100	100	-
Textbook Rental	27,488	15,825	12,671	30,642
College Work Study	-	17,337	17,337	-
CARES Act-Institutional	(12,142)	745,984	733,842	-
Lost Revenue HEERF II	157,102	17,828	17,828	157,102
Total Institutional Support	244,619	807,550	792,335	259,835
Forestry Program	5,823	84,511	-	90,334
Specific Fees	117,243	79,209	79,398	117,053
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	100	14,128
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	14,815	1,441	101,722
Golden Leaf FY20	-	-	-	-
Total Curriculum Instruction & Fees	227,624	178,535	80,939	325,220
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	39,618	17,483	122,256
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	376	2,168	7,553
Specific Fees: Occupational Extension	118,121	31,742	50,419	99,443
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	29,500	31,125
2 DOL-AWESM Grant	(7,417)	45,291	43,580	(5,705)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	2,229	(2,229)
Total Cont Ed/Non-Curriculum Inst & Fees	282,646	135,027	145,379	272,294
4 NCWorks Grant Adult Services/Dislocated Worker	-	124,868	164,718	(39,850)
NCWorks Finish Line Grant	-	1,745	1,745	-
Total NC Works	-	126,613	166,463	(39,850)
Operational Funds	42,251	1,000	26,238	17,013
5 Sales Tax Utilization	-	138,369	173,307	(34,938)
Agricultural Expansion	-	68,156	3,500	64,656
Total Plant Operation & Maintenance	42,251	207,525	203,045	46,731
Library Fund	-	275	-	275
Vending	18,589	11,414	7,443	22,560
Bookstore Vending	66,599	6,493	-	73,092
General Store	1,338	9	-	1,347
Parking Fee	31,531	2,827	-	34,357
Student Government Association	47,960	23,315	12,639	58,636
Graduation Fund	2,007	5,445	4,556	2,896
Student Ambassador	31,601	2,522	249	33,875

Montgomery Community College
Institutional Funds- Board Report for May 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 05/31/23
Club Accounts	69,251	-	-	69,251
6 Agency Fund	(12,460)	-	-	(12,460)
Funds for Others	7,362	-	-	7,362
Restricted Scholarships Held	-	-	-	-
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	263,777	52,301	24,887	291,190
GEER Scholarship	161	-	-	161
FSEOG	596	33,136	32,886	846
7 Pell Grant	(11,434)	823,031	823,031	(11,434)
Education Lottery Scholarship	-	51,084	50,318	766
Golden LEAF	-	31,468	31,468	-
NC Community College Grant	(225)	52,442	51,121	1,096
High Demand/Low Enrollment	-	1,272	1,272	-
MCC Foundation Scholarship	-	135,529	135,529	-
Wells Fargo Scholarship	-	500	500	-
Less Than Half-time	-	1,140	1,140	-
SGA President Scholarship	-	1,500	1,500	-
SECU Scholarships	-	6,250	6,250	-
LongLeaf Commitment Grant	924	45,467	41,041	5,350
NCSEAA FELPS Sch	-	5,250	5,250	-
STWD Short-Term Workforce Development	-	12,971	12,971	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(9,978)	1,201,040	1,194,277	(3,215)
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	178,676	-	178,676
Bond-Blair Hall & Outside Amphitheater	-	-	-	-
Metal Finishing Lab	56,609	-	50,540	6,069
SCIF: Capel Hall Reno #2672	-	90,500	90,500	-
Golden LEAF-FY2020-085	-	-	-	-
Total Capital Assets	56,609	269,176	141,040	184,745
Total Institutional Funds: First Bank	1,107,548	2,977,767	2,748,365	1,336,950
STIF Account as of 05/31/23		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		881	45,180	46,062
Self Supporting- Continuing Education		213	10,922	11,135
Technology Fees		1,565	80,218	81,783
Bookstore		1,235	63,324	64,559
Total Institutional Funds: State Treasury		3,895	199,644	203,539
1 Pell Overpayment(Due from Students)				
2 Due from Forsyth Tech				
3 Due from State				
4 Due from NC Works (WIOA)				
5 Due from County				
6 FA Bookstore Charges				
7 Due from Students				

**Montgomery Community College
County Funds - Board Report for June 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries	246,870	246,870	-	100%
Benefits	114,918	114,918	-	100%
Contracted Services	25,306	25,306	-	100%
Supplies & Materials	54,754	54,754	-	100%
Professional Development (Travel)	765	765	-	100%
Utilities	313,343	313,343	-	100%
1 Repairs & Maintenance	21,588	21,588	-	100%
Membership & Dues	1,025	1,025	-	100%
Insurance & Bonding	44,389	44,389	-	100%
Other Current Expenses	27,843	27,843	-	100%
Total Current Expense	850,800	850,800	0	100%

1 Includes annual maintenance contracts paid in July.

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's May 2023 Report	1,132,062
Add: Prior FY Property Tax Allocations from County Report	450,562
Add: FY23 Property Tax Allocation from County Report	72,623
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,830,247
Less: Prior FY Projects	(1,148,134)
Less: 2022-23 Projects -Floors Building 600, Burglar/Fire Alarm Upgrades, Sidewalk Repairs, School Car, Tree Removal, Parking Lot Striping, Roof Repairs, Office Renovation, Handrails, Shade Sails, Wayfinding Projects	(196,872)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 06/30/23	\$ 485,241

Montgomery Community College
State Funds - Board Report for June 2023

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Salaries- Full Time	4,908,845	4,480,213	428,632	91%
Salaries- Part Time	845,041	815,973	29,068	97%
Salaries- Full Time & Part Time	5,753,886	5,296,186	457,700	92%
Benefits	2,145,313	2,133,285	12,028	99%
Contracted Instruction	168,868	166,867	2,001	99%
Financial/Audit Services	98,879	98,877	2	100%
Other Contracted Services	36,116	36,115	1	100%
Contracted Services	303,863	301,859	2,004	99%
Supplies & Materials	296,814	274,272	22,542	92%
Professional Development & Travel	81,268	75,393	5,875	93%
Communications	95,919	95,184	735	99%
Equipment Repair	21,390	21,387	3	100%
Maintenance Agreements	88,990	88,985	5	100%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	110,380	110,371	9	100%
Advertising	105,427	105,426	1	100%
Finish Line Grant	5,053	3,476	1,577	69%
Credit Card Electronic Processing	4,716	4,716	0	100%
Short-term Workforce Dev. Grant	12,971	12,971	-	100%
Summer Accelerator Grant	24,663	24,163	500	98%
Longleaf Complete Grant	16,106	10,000	6,106	62%
Child Care Assistance Grant	55,804	5,138	50,666	9%
Workforce Resilience CE Grants	19,069	11,742	7,327	62%
Other Current Expense	33,194	33,193	1	100%
Other Current Services	171,576	105,399	66,177	61%
Software License Renewal	153,582	152,378	1,204	99%
Other I.T. Rentals/ Leases	112,691	63,090	49,601	56%
IT Rentals/Leases/Licenses	266,273	215,468	50,805	81%
Insurance and Bonding	25,981	25,981	-	100%

**Montgomery Community College
State Funds - Board Report for June 2023**

	2022-2023 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY23
Membership & Dues	33,272	30,376	2,896	91%
Minor Equipment Low Risk < \$5K	105,965	105,960	5	100%
Minor Equipment High Risk <\$5K	74,814	74,813	1	100%
Minor Equipment	180,779	180,772	7	100%
Total Current Expense	9,570,751	8,949,971	620,780	94%
Equipment	324,544	130,555	193,989	40%
Perkins Equipment	10,669	10,669	-	100%
Perkins Non-Cap Equipment	7,445	7,445	0	100%
Books	39,085	15,815	23,270	40%
Equipment & Books	381,743	164,483	217,260	43%
Total Expenses	9,952,494	9,114,454	838,040	92%
<u>Breakdown of Budget Balance at Year End</u>				
Carryforward to 2023-2024:	Budget Stabilization	235,609		
	Enrollment Growth Reserve	117,673		
	LL Complete Grant	6,106		
	Summer Accelerator Grant	500		
	LCCCG Outreach & Advertising	53,266		
	Finish Line Grant	1,577		
	Workforce Resilience Grant (GEER II)	7,327		
	Perf Based Funding - Basic Skills	4,484		
	Perf Based Funding - Other	67,852		
	Equipment and Books	217,260		
	Total Carryforward to 2022-23	711,654		
Balance Restricted (unable to carryforward)	Childcare, Fed Basic Skills, Perkins, LL Commitment, Prison Start-up, Sm Bus Center	\$ 126,386		
% Budget Expended/Carried Forward		98.7%		

Montgomery Community College
Institutional Funds- Board Report for June 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 06/30/23
1 Pell Overpayments	(4,223)	-	-	(4,223)
Veterans Reporting Fee	2,320	512	275	2,557
Overhead Receipts 75%	12,949	26,565	2,294	37,220
Current General & Miscellaneous	49,446	1,181	1,145	49,482
Administrative Support	6,833	1,149	7,982	-
Overhead Receipts 25%	13,450	8,855	-	22,305
Excess Fee Receipts	-	597	597	-
Textbook Rental	27,488	15,825	14,263	29,050
College Work Study	-	17,532	17,532	-
CARES Act-Institutional	(12,142)	783,394	771,252	-
Lost Revenue HEERF II	157,102	17,828	17,828	157,102
Total Institutional Support	253,224	873,438	833,167	293,494
Forestry Program	5,823	84,511	-	90,334
Specific Fees	117,243	86,412	67,230	136,425
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	14,228	-	597	13,631
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	88,347	16,615	1,441	103,521
Golden Leaf FY20	-	-	-	-
Total Curriculum Instruction & Fees	227,624	187,537	69,267	345,894
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	100,121	41,580	21,786	119,915
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,345	376	2,168	7,553
Specific Fees: Occupational Extension	118,139	32,776	32,259	118,656
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	42,625	18,000	33,000	27,625
2 DOL-AWESM Grant	(7,417)	45,291	47,233	(9,358)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	2,229	(2,229)
Total Cont Ed/Non-Curriculum Inst & Fees	282,664	138,023	138,674	282,012
4 NCWorks Grant Adult Services/Dislocated Worker	-	164,718	189,951	(25,233)
NCWorks Finish Line Grant	-	1,745	1,745	-
Total NC Works	-	166,463	191,696	(25,233)
Operational Funds	42,251	23,892	17,501	48,642
5 Sales Tax Utilization	-	138,369	196,872	(58,503)
Agricultural Expansion	-	68,156	19,008	49,148
Total Plant Operation & Maintenance	42,251	230,417	233,381	39,287
Library Fund	-	275	-	275
Vending	18,589	16,570	8,395	26,764
Bookstore Vending	66,337	6,493	-	72,831
General Store	1,338	9	-	1,347
Parking Fee	31,531	3,013	-	34,544
Student Government Association	47,960	23,968	13,332	58,596
Graduation Fund	2,007	5,580	4,556	3,031
Student Ambassador	31,601	2,657	249	34,009

Montgomery Community College
Institutional Funds- Board Report for June 2023

	2022-23 Beginning Balance	2022-23 Revenue	2022-23 Expense	Cash Balance 06/30/23
Club Accounts	67,049	-	-	67,049
6 Agency Fund	(12,715)	-	-	(12,715)
Funds for Others	9,030	-	-	9,030
Restricted Scholarships Held	-	-	-	-
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	262,726	58,566	26,531	294,760
GEER Scholarship	161	-	-	161
7 FSEOG	(250)	39,733	39,733	(250)
7 Pell Grant	(3,285)	956,392	956,392	(3,285)
Education Lottery Scholarship	-	50,318	50,318	-
Golden LEAF	-	31,543	31,543	-
NC Community College Grant	-	51,121	51,121	-
High Demand/Low Enrollment	-	1,272	1,272	-
MCC Foundation Scholarship	-	137,046	137,046	-
Wells Fargo Scholarship	-	500	500	-
Less Than Half-time	-	1,140	1,140	-
SGA President Scholarship	-	1,500	1,500	-
SECU Scholarships	-	6,250	6,250	-
LongLeaf Commitment Grant	(350)	41,421	41,041	30
NCSEAA FELPS Sch	-	5,250	5,250	-
STWD Short-Term Workforce Development	-	12,971	12,971	-
CARES Act-Student	-	-	-	-
Total Student Aid- Grants & Scholarships	(3,724)	1,336,456	1,336,076	(3,344)
Capital Projects- Sales Tax Utilization/Ag Expansion	-	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	-	178,676	178,676	-
Bond-Blair Hall & Outside Amphitheater	-	-	-	-
Metal Finishing Lab	56,609	15,508	72,117	-
SCIF: Capel Hall Reno #2672	-	90,500	90,500	-
Golden LEAF-FY2020-085	-	-	-	-
Total Capital Assets	56,609	284,684	341,293	-
Total Institutional Funds: First Bank	1,121,374	3,275,584	3,170,086	1,226,872
STIF Account as of 06/30/23		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		1,013	45,180	46,193
Self Supporting- Continuing Education		245	10,922	11,167
Technology Fees		1,798	80,218	82,016
Bookstore		1,419	63,324	64,743
Total Institutional Funds: State Treasury		4,475	199,644	204,119
1 Pell Overpayment(Due from Students)				
2 Due from Forsyth Tech				
3 Due from State				
4 Due from NC Works (WIOA)				
5 Due from County				
6 FA Bookstore Charges				
7 Due from Students				

Montgomery Community College Foundation

Funds Statement FY 2022-2023

Fiscal Year To Date 7/1/2022 thru 6/30/2023			
Wells Fargo	STIF	First Bank	Total

Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48
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Receipts				
Interest/Dividends	\$94,302.61	\$5,513.55	\$24.22	\$99,840.38
Deposits	\$73,491.20	\$63,652.88	\$196,845.17	\$333,989.25
Total Receipts	\$167,793.81	\$69,166.43	\$196,869.39	\$433,829.63

Disbursements				
Fees/Withdrawals	\$154,897.37	\$69,099.36	\$186,393.38	\$410,390.11
Total Disbursements	\$154,897.37	\$69,099.36	\$186,393.38	\$410,390.11

Market Value Net Change	\$198,604.20	\$0.00	\$0.00	\$198,604.20
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Ending Value	\$3,871,987.28	\$285,904.67	\$139,536.25	\$4,297,428.20
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Net Change	\$211,500.64	\$67.07	\$10,476.01	\$222,043.72
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Month of May 2023			
Wells Fargo	STIF	First Bank	Total

\$3,886,837.18	\$285,675.50	\$129,230.53	\$4,301,743.21
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\$7,600.32	\$798.92	\$2.30	\$8,401.54
\$10,732.00	\$1,777.00	13,468.20	\$25,977.20
\$18,332.32	\$2,575.92	\$13,470.50	\$34,378.74

\$3,635.14	\$2,346.75	\$3,164.78	\$9,146.67
\$3,635.14	\$2,346.75	\$3,164.78	\$9,146.67

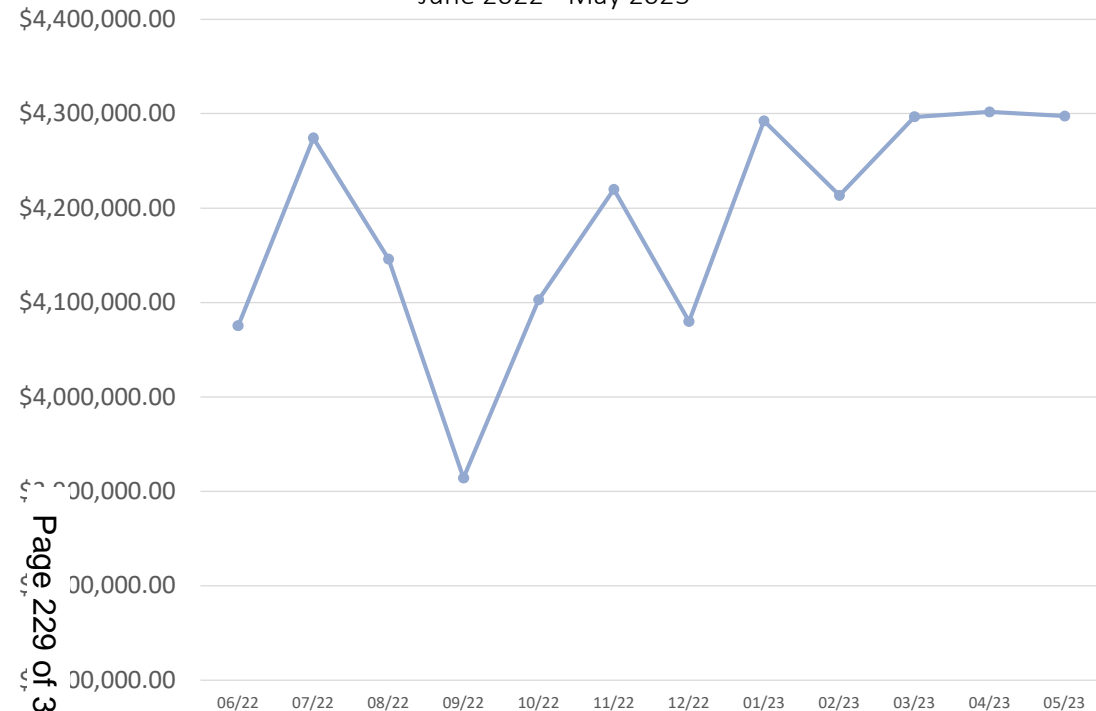
(\$29,547.08)	\$0.00	\$0.00	(\$29,547.08)
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\$3,871,987.28	\$285,904.67	\$139,536.25	\$4,297,428.20
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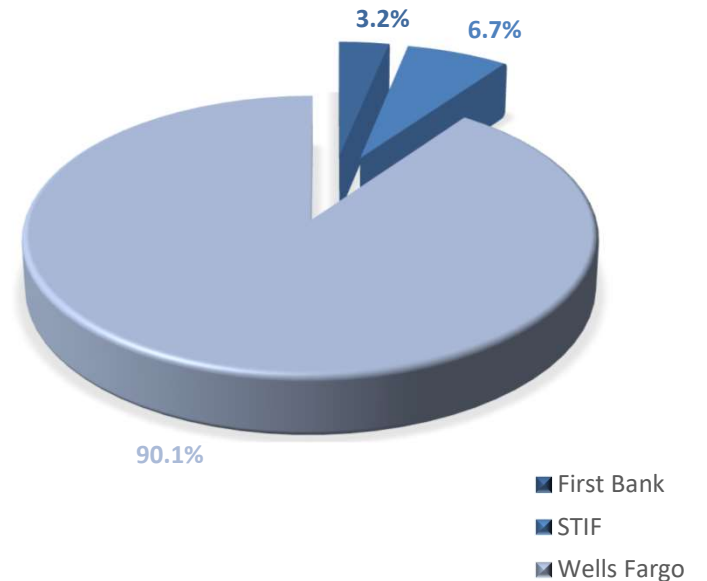
(\$14,849.90)	\$229.17	\$10,305.72	(\$4,315.01)
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Foundation Funds Value

June 2022 - May 2023



Foundation Funds Distribution



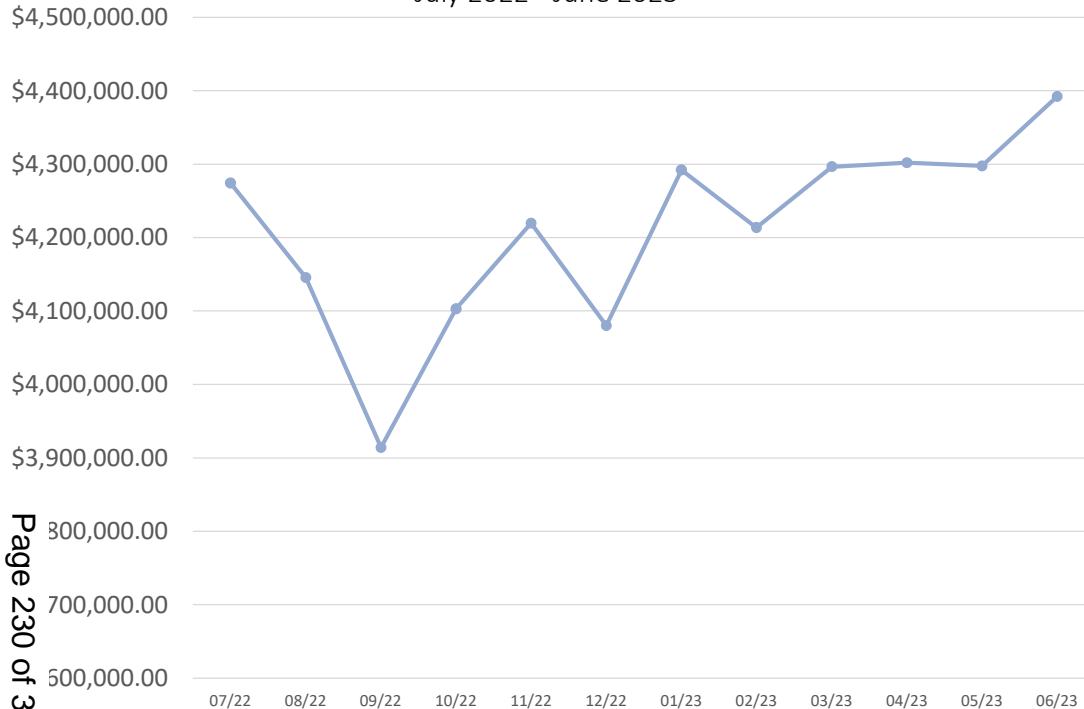
Montgomery Community College Foundation

Funds Statement FY 2022-2023

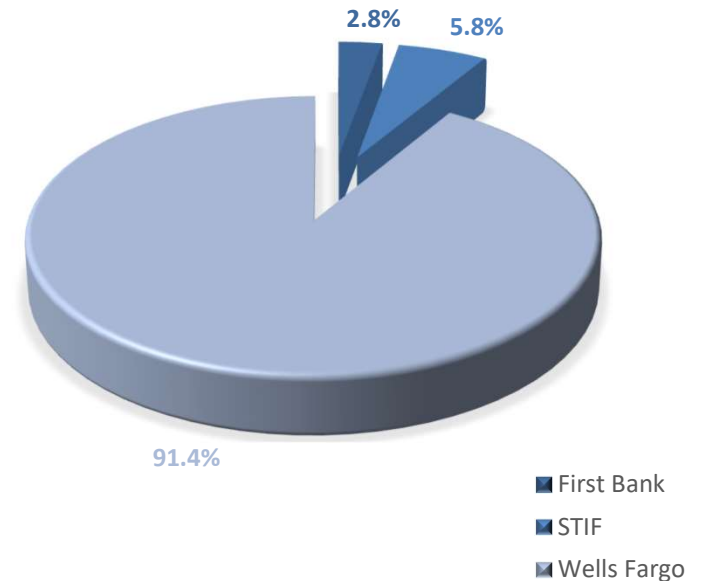
	Fiscal Year To Date 7/1/2022 thru 6/30/2023				Month of June 2023			
	Wells Fargo	STIF	First Bank	Total	Wells Fargo	STIF	First Bank	Total
Beginning Value	\$3,660,486.64	\$285,837.60	\$129,060.24	\$4,075,384.48	\$3,871,987.28	\$285,904.67	\$139,536.25	\$4,297,428.20
Receipts								
Interest/Dividends	\$105,381.61	\$6,301.33	\$26.37	\$111,709.31	\$11,079.00	\$787.78	\$2.15	\$11,868.93
Deposits	\$76,223.20	\$65,966.08	\$202,084.57	\$344,273.85	\$2,732.00	\$2,313.20	5,239.40	\$10,284.60
Total Receipts	\$181,604.81	\$72,267.41	\$202,110.94	\$455,983.16	\$13,811.00	\$3,100.98	\$5,241.55	\$22,153.53
Disbursements								
Fees/Withdrawals	\$159,854.10	\$102,774.61	\$206,702.43	\$469,331.14	\$4,956.73	\$33,675.25	\$20,309.05	\$58,941.03
Total Disbursements	\$159,854.10	\$102,774.61	\$206,702.43	\$469,331.14	\$4,956.73	\$33,675.25	\$20,309.05	\$58,941.03
Market Value Net Change	\$330,197.13	\$0.00	\$0.00	\$330,197.13	\$131,592.93	\$0.00	\$0.00	\$131,592.93
Ending Value	\$4,012,434.48	\$255,330.40	\$124,468.75	\$4,392,233.63	\$4,012,434.48	\$255,330.40	\$124,468.75	\$4,392,233.63
Net Change	\$351,947.84	(\$30,507.20)	(\$4,591.49)	\$316,849.15	\$140,447.20	(\$30,574.27)	(\$15,067.50)	\$94,805.43

Foundation Funds Value

July 2022 - June 2023



Foundation Funds Distribution



Grants Applied or in Process 2023					
People Helping People (REMC)	Fee Assistance for HiSET (High School Equivalency Testing(Funding to assist low-income High School Equivalency students who cannot afford the HiSET testing fees.	1 Year	\$1,000	Submitted May 30, 2023
NCEM State & Local Cybersecurity Grant Program (SLCGP)	MCC Cybersecurity Enhancement Program	MCC is applying for this SLCGP funding to add an additional layer of security to our cloud environment with a virtual firewall and a more secure environment for servers.	4 Years	\$80,132	Submitted April 24, 2023
Montgomery Fund	MLK Day Challenge Support	This event, hosted on MLK Day, will provide 15,000 meals to residents in Montgomery County in need of food assistance. Meals are distributed to all food pantries in Montgomery County and through the Montgomery County Communities in School Backpack Pals Program.	1 Year	\$2,000	Submitted April 18, 2023 Denied June 29, 2023
Grants Awarded 2022 - 2023					
UNC System Faculty Awards for Southeast Asian Studies	From the CIA's Secret Base of Long Cheng, Laos to the Carolinas: The North Carolina Hmong Project - A Journey Worth Sharing	This project will begin the documentary of the Hmong stories in North Carolina as part of the 50th Anniversary of the Hmong massive exodus out of Laos as refugees. A traveling museum will be developed from these stories and shared with other community colleges and universities.	1 year	\$3,000	Submitted March 2023 Approved April 2023
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA - W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted October 2022 West - Approved February 2023 East - Approved March 2023
NC State University	North Carolina Agricultural Education Student Beekeeping Grant	Grant funding is available in each North Carolina County for FFA Chapters serving high school students to create and continue beekeeping programs.	3 Year	\$1,500	Submitted April 7, 2022 Approved June 2022

Montgomery Community College Facilities and Construction Update August 2023

Facilities

- **Buildings**

- The breezeway's ceiling outside of the boardroom in Capel Hall have been scraped, patched, and repainted.



- Maintenance is upgrading fluorescent light fixtures to LED lights in Capel Hall's Multi-Purpose Room. Over 200+ LED lights have been installed.



- **Grounds**

- Dead trees and stumps are being removed around campus. Five Holly trees were cut down near the amphitheater and some new landscaping will be coming soon in those areas. Additionally, new landscaping is planned for the Forestry Building in the coming months.

**Montgomery Community College
Employee Appointments
June 2023**



Student Success & Retention Specialist - On June 1, 2023, **Melanie Taylor** was hired as the Student Success and Retention Specialist. She holds an Associate's degree in Arts degree from St. Petersburg College, a Bachelor of Science-Elementary Education K-6 with ESOL Endorsement degree from St. Petersburg College, and a Master's of Education in Educational Leadership from the University of West Florida. Prior to accepting this position, Melanie served as an Academic Coach and classroom teach with Richmond County Schools from February 2020 to May 2023.

Office #, 910-898-9618 (ext.618) taylorm8227@montgomery.edu



Director of Institutional Effectiveness/SACSCOC Liaison- On June 12, 2023, **Angie Uhl-Kalev** was hired as the Director of Institutional Effectiveness/SACSCOC Liaison. She holds a Doctorate degree in Educational Leadership from UNC-Wilmington, Certificate in Community College Leadership from UNC-Wilmington, Master's degree in Educational Guidance and Counseling from Clemson, and a Bachelor's degree in Social Sciences from Malone College/University. Prior to accepting this position, Angie worked for Blue Ridge Community College as the Director of Disability Services from April 2021 to June 2023.

Office #, 910-898- 9605 (ext. 605) uhlkaleva8335@montgomery.edu

**Montgomery Community College
Employee Appointments
July 2023**



Assistant to the Vice President of Instruction and Student Services - On July 1, 2023, **Allison Burr** was promoted to the Assistant to the Vice President of Instruction and Student Services position. She holds a Bachelor's Degree in Marketing from Western Carolina University. Prior to the promotion, Allison worked as the learning research technical assistant here at Montgomery Community College.

Office #, (910) 898-9661 (ext. 661) burra5727@montgomery.edu



Assistant to Director of College and Career Readiness & Instructor - On July 1, 2023, **Keri Myrick** was hired on as the assistant to the director of College and Career Readiness and an Instructor. She holds a Bachelor's Degree of Science in Risk and Insurance from Appalachian State University. Prior to accepting this position, Keri worked at West Middle School as a Math Instructor.

Office #, (910) 898-9678 myrickk2650@montgomery.edu



Lead Maintenance Tech-Electrical - On July 1, 2023, **Harold Terry** was hired on as Lead Maintenance. He is currently taking Electrical Systems Technology courses to work towards his Associate Degree at Montgomery Community College. Prior to accepting this position, Harold work at Crypton LLC as a Tenter Frame Operator.

Office #, (910) 898-9638 terryh4735@montgomery.edu



HVAC Technician - On July 1, 2023, **Bradford Lambert** was hired on as the HVAC Technician. He holds a certificate in HVAC Technician from Mainstream Engineering Corporation. Prior to accepting this position, Bradford work at LancAire as a Service Technician.

Office #, (910) 898-9638 lambertb6071@montgomery.edu



Accounts Receivable Specialist - On July 24, 2023, **Karyna Vargas- Gonzales** was hired on as the Accounts Receivable Specialist. She holds a Bachelor's Degree of Science in Interior Design from Meredith College. Prior to accepting this position, Karyna work at the Town of Biscoe as a Cashier.

Office #, (910) 898-9632 vargasgonzalesk5721@montgomery.edu

**Montgomery Community College
Employee Separations
June, 2023**

Elizabeth Tedder – Accounts Receivable Specialist– On June 30, 2023, **Elizabeth Tedder**, separated from Montgomery Community College. **Elizabeth** served MCC for 1.5 years from 12/2021 to 06/2023.

The Accounts Receivable Specialist is responsible for the maintenance and updates to the accounts receivable files and cash collection. This position will perform accounts receivable support functions in the Finance & Business Services office including processing student financial aid requests, issuing student refunds, collection efforts including all communications, researching and addressing customer issues and complaints.

**Montgomery Community College
Employee Separations
July, 2023**

Phyllis Parsons- Administrative Assistant/Switchboard Operator- On July 31,2023 **Phyllis Parsons**, separated from Montgomery Community College. **Phyllis** served MCC for 22 years from 02/14/2001 from 07/31/2023.

The Administrative Assistant is responsible for exhibiting a professional and courteous attitude, as well as very positive behavior. The work for this position is determined by prescribed procedures outlined in the Student Services Operational Manual and requires the utmost accuracy whether dealing with telephone messages or reporting functions. Decision-making is almost on a minute-by-minute basis and involves determining the most effective way to handle the dissemination of information (whether call-in or walk-in) clients of the College.

Job Description needed

Michelle Gritt- Dean of Student Services- On July 30,2023 **Michelle Gritt** separated from Montgomery Community College. Michelle served MCC for two years from 11/01/2021 from 07/30/2023.

The Dean of Student Services is expected to be thoroughly familiar with all policies and procedures that govern the Student Services Division and with its many programs and services. Additionally, this position carries with it the responsibility of ensuring that all student support services are offered in a manner that is in compliance with local, state, and federal regulations and guidelines. The Dean is also responsible for making certain that the division's objectives are related to the college's goals and that these objectives ensure student success and goal completion and that all student support services offered are of the highest quality.

Policy 3.2.5 - Annual Leave

I. Amount Earned

Each full-time employee, eligible to earn annual leave, who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Employees shall earn annual leave rate at the following rate:

Years of Total

State Service Year	Hours Earned Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 2	7.83 hrs. 94	11.75	
2 but less than 5	9.17 hrs. 110	13.75	
5 but less than 10	11.17 hrs. 134	16.75	
10 but less than 15	13.17 hrs. 158	19.75	
15 but less than 20	15.17 hrs. 182	22.75	
20 or more	17.17 hrs. 206	25.75	

II. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

III. Advancement

A. Annual leave may be advanced by the President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.

B. For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave s/he would earn during the remainder of the fiscal year.

C. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-uneared annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

IV. Accepted Uses

The primary purpose of annual leave is to allow for employee vacations.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V. Other Procedures

A. Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in units of thirty (30) minute increments.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.
3. Payment for annual leave will be made on the regular payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.
4. Retirement deductions shall be made from all annual leave payouts.
5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave For new employees, the College ~~does not accept~~ may accept up to 80 hours of annual leave from other state agencies or local educational entities. The College does not accept other forms of leave (i.e. Bonus Leave) except Sick Leave as defined in Policy 3.4.2.

D. Annual Leave Records The College shall maintain records for annual leave earned and taken for each employee. The College shall retain all annual leave records of all separated employees for a period of at least five years from the date of separation. It is the employee's responsibility to report any discrepancy or problem with his/her annual leave balance to Human Resources.

Adopted: May 8, 2019

Revised: *****

Board Report

Instruction and Student Services

August 2023

Instruction

Health and Human Services

100% Passing Rate! The Class of 2023 Associate Degree Nursing and the Practical Nursing students have all successfully passed their NCLEX exams as first-time test takers! According to the BON report on 1st time RN NCLEX test takers, Montgomery Community College is the only college (2 year or 4 year) to have a 100% three-year average pass rate. In addition, the Medical Assisting 2023 graduates have all passed the CMA Exam. The Board of Nursing has given tentative approval of the LPN to ADN bridge program. The option will allow practicing LPN students to enter a “bridge course” spring and join the second year ADN program in the summer.

Career and Technical Education

The College completed the compliance review of the Perkins grant for 2022-23 with no concerns from the reviewers. The numbers in Perkin’s eligible programs have increased and the College will see an increase in those funds for 2023-2024.

Arts and Sciences

The Information Systems Program update approval has been approved by NCCCS Program Staff and the College will offer the first gaming course this fall. The second year of the Computer Coding class will start next week and interest continues to build. “Harry’s Helpers” will be out at employee and student events in August to distribute information about the QEP.

Gunsmithing

The two students selected by the Department of Energy completed their internship in Arkansas and returned to finish Summer term. The students had a great learning experience and a job offer was made to one of the students. Several members of faculty are traveling to the Maryland eastern shore to work out the plans for the fall internship opportunity with Benelli USA.

Student Services

Counseling

Staff participated in a site visit with the Scholastic Prevention/Addiction Professionals of North Carolina to help strengthen our Drug-Free Campus activities and training. In addition, staff attended disability workshops and a training on Suicide Assessment & Intervention.

Recruitment and Retention

The retention staff completed training in June and July on the student monitoring system (Watermark) to prepare for training of faculty in the fall. Over 225 student contacts have been made by the staff this summer to ensure that traditional students are attending courses and being saucerful. Student Services created postcards, giveaway goody bags, and traveled throughout Montgomery County this summer attending recruitment and outreach events along with new SGA members this summer including Juneteenth Festival, Troy Fest, Peach Festival, Highland Community Center 2nd Annual Kickball Tournament, and May Day Parade.

Financial Aid

Financial Aid staff participated in a Veterans Administration audit of student records from Fall 2020 through Summer 2023. Staff continues to work with completing FAFSA forms for students prior to the beginning of Fall Semester.

Enrollment

The FTE for Curriculum, Continuing Education, and Basic Skill increased 11% in 2022-2023. The increase in 2022-2023 brings the College to within 24 FTE of the pandemic high in 2019-2020.

Year	Total FTE	Compared Previously YR	Compared to 19/20
2019-2020	1,092	7.4%	
2020-2021	907	-16.9%	-16.9%
2021-2022	962	6.1%	-11.9%
2022-2023	1,068	11%	-2.5%

Continuing Education

Business & Industry

Business & Industry recently completed the year-end close out for trainings offered. During the 2022-23 fiscal year, MCC offered advanced manufacturing training to 140 trainees in 7 local industries. Industries served include Auraco, Capel Inc., DR Reynolds, Johnson Machine, Jordan Lumber, Longworth Industry, McRae Industries, and Saputo.

Health and Public Safety

The Health and Public Safety division is increasing the law enforcement training offerings in the upcoming weeks. In collaboration with the Training Director for the Center for Safer Schools (east Montgomery HS campus) and two of county Law Enforcement trainers, the College will begin a partnership with Safer Schools and the local law enforcement community. Classes will begin on July 31, 2023 with School Resource Officer training taking place at the Samarcand Training Center. Additionally, MCC is currently working with Mt. Gilead PD to offer the LE Hazardous Materials course in late August or early September. Officers from as far as Onslow County will be in attendance for the SRO course. It is the intention of MCC to begin to see regularly offered Law Enforcement courses in the very near future as we strengthen the partnership with our local LE agencies.

Heritage Crafts

Summer Pottery classes have a total of 54 students enrolled and students are enjoying learning from our three new instructors. MCC welcomed Crystal King, renown potter and an integral part of southern Folk Art Pottery Culture, as a visiting artist on July 18, 2023. The workshop was open and free to all current summer pottery students. The demonstrations were also livestreamed on the Montgomery Community College YouTube Channel.

Small Business Center

Geneé Greene, SBC Director, completed the REAL Entrepreneurship Institute, which covers the basics of starting and running a business. The REAL Entrepreneurship Institute helps SBC professionals with guiding and counseling potential and local business owners on business operations and startups.

NC Works Center

The NC Works Center is in the process of transferring Workforce Development Boards. Our current workforce board has completed inventory and audits of cases to transfer over to the new Workforce Development Board. All files and cases have been transferred.



MONTGOMERY COMMUNITY COLLEGE

MEMO TO: Chad Bledsoe Ph.D., President

FROM: Hunter Smith, Dean of Continuing Education

REGARDING: Spring 2023 Class Visitation Log Report

DATE: July 21, 2023

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

During the Spring 2023 semester, the Continuing Education Department through its Basic Skills, Customized Training, and Occupational Extension program, offered **132** courses on campus and **23** courses at off campus distant learning venues for a total of 155 courses. Of the 132 courses offered on campus, 59 required verification. Of the 23 courses offered off campus, 11 required verification. Please see enclosed chart for further information.



Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR

ON CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Boalick, John	10	9	9	100%
Sikes, Deb	14	13	13	100%
Hamilton, Jessica	33	18	16	88%
Taylor, Greg	60	12	11	92%
Williams, Alex	12	5	5	100%
Williams, Sydney	3	2	2	100%
TOTALS	132	59	56	95%

OFF CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Sikes, Deb	7	5	5	100%
Hamilton, Jessica	5	2	1	50%
James, Ronald	-	-	-	-
Taylor, Greg	11	4	3	75%
Williams, Alex	-	-	-	-
Williams, Sydney	-	-	-	-
TOTALS	23	11	9	82%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN

OFF CAMPUS				
DEAN	TOTAL CLASSES	TOTAL CLASSES	# VISITS	PERCENTAGE



MONTGOMERY COMMUNITY COLLEGE

	OFFERED	NON-EXEMPT		10% required
Gardner, Andrew	29	16	6	38%

Public Relations and Marketing Report – August, 2023 Meeting

Foundational Initiatives (new tools and resources needed for success)

Printing and design of 2022 Annual Report is complete

Fall Tabloid arrived in homes in early July

Two new Interstate billboards, 24/27 (Biscoe) and 109 (Denton).

New enrollment campaign: “Go far, right here”



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

Public Safety Extrication

New NRA Leadership

Press Pickups

Public Safety Extrication

New NRA Leadership



Social Media Statistics (Facebook)

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug	Sept	Oct	Nov	Dec
Reactions	404	611	741	960	3,275	1,211	815	1,126	333	407	941	567
Comment Share	101	146	197	164	906	510	213	195	79	116	207	102
Reached	7,287	9,130	14,920	15,652	26,456	14,451	16,499	14,191	5,746	5,796	9,430	6,350
Engaged	1,842	2,836	2,988	3,778	21,590	8,506	4,335	6,092	4,289	2,232	4,721	2,188
New Followers	30	27	25	27	78	30	28	54	48	27	21	14
Total Followers	3,606	3,626	3,642	3,664	3,732	3,762	3,790	3,477	3,538	3,554	3,572	3,198

Policy 2.1.3 - Weapons on Campus

Students, staff, faculty, and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) **or is considered instructional supplies**. It is the individual’s responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person’s intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.
- F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles **except for instructional purposes**.

Policy 5.3.2 - Student Code of Conduct

~~L. Possession of Weapons – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.~~

In accordance with Policy 2.1.3, students are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments. (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) or is considered instructional supplies. It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

A. The firearm is a handgun; AND

B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND

C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND

D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND

E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles except for instructional purposes.

Policy 1.6- Board Meetings & Meeting Procedures

All official business conducted by the Board of Trustees shall be conducted at a duly noticed, official meeting of the Board. Pursuant to North Carolina law, a “meeting” of the Board occurs whenever a majority of the members of the Board meet, in person or by some electronic means, in order to: conduct a hearing, deliberate, take action, or otherwise transact public business. All Board meetings must be called pursuant to the proper notice and all meetings are open to the public except for closed session.

I. Board Meetings

Pursuant to applicable North Carolina law, the Board is allowed to conduct four types of official meetings: regular meetings, special called meetings, emergency meetings and recessed meetings. All meetings are public meetings unless designated as a closed session meeting.

A. Types of Meetings

1. **Regular Meeting.** The Board shall maintain a schedule of regular meetings in accordance with the Board’s By-Laws. The Board shall maintain a copy of the schedule of its regular meetings on its website. If the schedule is revised, the Board’s Secretary shall update the website as soon as possible. Any changes to the regular meeting schedule, except for the cancellation of a meeting, shall require seven (7) days’ notice.

The Board’s Secretary shall keep the minutes for all regular meetings and the minutes shall be approved by the Board at its next regular meeting.

2. **Special Called Meeting.** A special-called meeting may be called by either the Board Chair or the College President. The Board’s Secretary shall prepare the notice for the special called meeting. The notice must be sent to Board members at least 48 hours in advance and the notice must state the time, place and purpose(s) for the special called meeting. The notice will be sent via electronic mail to the Board members’ email address of record. In addition, the Board’s Secretary shall deliver the notice by email to each person who has submitted a written request for notices of the Board’s meetings.

The Board’s Secretary shall keep minutes of all special-called meetings and the meeting shall be approved by the Board at its next regular meeting.

3. **Emergency Meeting.** In the event of a generally unexpected circumstance that requires the Board's immediate consideration and a meeting is necessary without 48 hours' notice, the Board Chair or the College President may call an emergency meeting. The Board's Secretary shall prepare the notice of the time and location for the meeting. The notice shall be sent via electronic mail to Board members' email address of record. In addition, the Board's Secretary shall deliver the notice by email to each person who has submitted a written request for notices of the Board's meetings.

The Board's Secretary shall keep minutes of all special-called meetings and the meeting shall be approved by the Board at its next regular meeting.

4. **Recessed Meeting.** If proper notice was given at the original meeting and if the time and place of the recessed session were set during open session, no further notice is required, except, notice shall be posted on the College website prior to the scheduled recess meeting.

B. Closed Session Meetings

The Board may conduct business in closed session when permitted by the reasons enumerated in N.C.G.S. § 143-318.11(a) or as otherwise permitted by law. The Board may hold a closed session upon a motion duly made and adopted during the open portion of the meeting. Every motion shall site the legal reason for going into closed session and the law that renders the information confidential or privileged. A motion based on the need to consult with an attorney employed by the Board regarding the handling or settlement of a lawsuit must identify the parties in the lawsuit.

Unless otherwise designated by the Chair, the Board's Secretary shall keep minutes of all special-called meetings and the meeting shall be approved by the Board at its next regular meeting.

C. Electronic Meetings

The Board may conduct a meeting by use of conference telephone or other electronic means indicated by N.C.G.S. § 143-318.13(a). The Board shall provide a location and means whereby the public may listen to the meeting.

II. Committee Meetings

In accordance with the Trustees' By-Laws, the Board may establish standing or ad hoc committees as necessary. The Chair shall appoint the members of the committees as well as the committee chairs. Committees established by the Board, including the Executive Committee, are subject to this policy except that a majority of the committee's members, present and in attendance at the meeting, shall constitute a quorum of the committee.

III. Meeting Procedures

A. **Parliamentary Procedures.** When conducting its meeting, the Board shall use the parliamentary procedures consistent with the most updated version of Roberts Rules of Order. As part of his/her official duties, the Board Chair shall serve as the parliamentarian officer and shall rule on issues and questions concerning parliamentary procedure. As needed, the Board Chair shall consult with the Board's attorney regarding matters of parliamentary procedure.

B. **Meeting Agenda.** The Board Chair and the President will prepare a proposed agenda for each Board meeting. A request to have an item of business placed on the agenda must be received at least seven (7) business days before the meeting. Each Board member will receive a copy of the proposed agenda five (5) business days prior to the meeting and the agenda will be available for public inspection and/or distribution immediately after being made available to Board members. At the meeting, the Board may, by a majority vote, add an item that is not on the agenda.

C. **Quorum.** A majority of voting members of the Board in actual attendance at meetings (seven (7) members) shall constitute a quorum for the transaction of business. Unless otherwise stated, no business shall be transacted without a majority vote of the quorum. A Board member may participate by remote or electronic access as allowed by law. A majority of the full Board is required for the election, non-renewal or termination of the College President.

D. **Ethics Statement.** At the beginning of each Board meeting (including Board committee meetings), the Chair shall remind all members of their duty to avoid any conflict of interest and shall inquire as to whether there is any known conflict of interest with respect to any matters coming before the Board (or Board committee) at that time.

E. **Board Secretary.** All duties assigned herein to the Board Secretary may be assigned to the President and the Executive Assistant to the President as allowed in the By-Laws.

F. Individual or Group Hearings. It shall be the standing policy of the Board of Trustees of Montgomery Community College to provide for a reasonable public avenue of approach by the College's constituency to the Board of Trustees. The following provisions shall apply to individuals or groups wishing to make an oral presentation:

Oral Presentations

- i. All requests for oral presentations must be filed with the Chairman of the Board of Trustees at least two weeks (10 days) prior to the date of the regularly scheduled meeting of the Board of Trustees at which the group or individual requests presentation privileges.
- ii. Oral presentations shall be limited to five minutes or less.
- iii. Presenters shall be limited to one topic per presentation.
- iv. Each group or groups of persons must designate a presenter. The name, address and telephone number of the designated presenter must be furnished to the chairman of the Board of Trustees at the time the request for presentation privilege is presented.
- v. A typed, double-spaced copy of the presentation must be furnished to the Chairman of the Board of Trustees at least forty-eight hours prior to the regularly scheduled Board meeting at which the presentation is to be made.
- vi. Abusive or profane language, gestures, or actions will not be tolerated and may result in sanctions.
- vii. Robert's Rules of Order will be utilized as a guide but may not supplant the foregoing provisions.

Legal Reference: Chapter 143, Article 33C of the North Carolina General

Statutes; N.C.G.S. § 138-15(e) Adopted: October 10, 2018

**President's Report
August 5, 2023**

Activities since the May Board Meeting

6/20/23	Cabinet Meeting
6/21/23	Foundation Board Training
6/22/23	Rotary District Officer Installation Banquet 2023
6/28/23	Interview for Accounts Receivable Position
7/24/23	Biology Instructor Candidate Meeting
7/26/23	NCACP- Summer Conference & Business Meeting
7/31/23	CTE Business Advisory
8/1/23	Cabinet Meeting

Upcoming Activities

8/9/23	MCC Foundation Board Meeting
8/11/23	Executive Steering Committee Meeting-2023
8/14/23	Quality Trails
8/15/23	Cabinet Meeting
8/23/23	Fireside Chat – MMH Board of Advisors
8/29/23	Scholarship Awards Ceremony
8/30/23	NCACCT Leadership Seminar & NCACCP Business Meeting

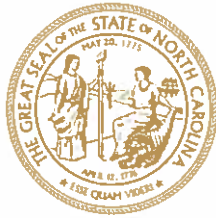
Board of Trustees Information

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

MONTGOMERY COMMUNITY COLLEGE

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

Name & Business	Mailing Address	Telephone	Appointing Agency	Term Length Expiration	Years of Service
Phillip L. Absher Director of Human Resources Vannoy Construction phil.absher@jrvannoy.com	514 Wood Street Troy, NC 27371	704-574-1708(c)	Board of Education	4 Years 6/30/2024	8
Tawanda L. Bennett, Ph.D Counselor whynotmeservices@gmail.com	119 East Blake Street Candor, NC 27229	910-975-1416(c)	County Commissioner	4 Years 6/30/2024	3
Claudia B. Bulthuis, Chairman Retired, Small Business boardchair@montgomery.edu	335 Biscoe Road Troy, NC 27371	910-571-6256(c)	County Commissioner	4 Years 6/30/2027	15
Gelynda T. Capel Community Volunteer gcapel68@yahoo.com	117 N. Russell St. Troy, NC 27371	910-576-9451(h)	Board of Education	4 Years 6/30/2025	38
Katherine M. Dunlap, PhD Retired - Educator kmdunlap766@gmail.com	766 Tarry Church Road Star, NC 27356	910-428-8964(h)	Governor	4 years 6/30/2027	4
Susan P. Eggleston Retired, Teacher teggie@embarqmail.com	P.O. Box 312 Star, NC 27356	864-386-0744(c) 910-428-4896(h)	County Commissioner	4 years 6/30/2025	5
Robert D. Harris Sales Manager - Jordan Lumber rharris@jordanlumber.com	146 Fairway Shores Road Mt. Gilead, NC 27306	910-439-8152(h) 910-975-1462(c)	Governor	4 years 6/30/2026	5
Kerry A. Hensley Retired - FirstHealth kjah1211@gmail.com	P.O. Box 847 Biscoe, NC 27209	910-572-7557(c)	Board of Education	4 years 6/30/2027	4
Timothy R McAuley Sr. Production Supervisor/Scheduler Paperworks tim.mcauley@onpaperworks.com	P.O. Box1108 Mt.Gilead, NC 27306	910-439-5880(h) 910-975-1946(c)	Governor	2 Years 6/30/2024	1
Philip B. Jones, M.D. OB/GYN Doctor philipbjones@hotmail.com	162 Timberlake Court Mt. Gilead, NC 27306	704-574-7841 (c)	Board of Education	4 Years 6/30/2026	3
Gordon M. Knowles, Vice Chair Retired - Printer gmk830@embarqmail.com	5077 Woodrun on Tillery Mt. Gilead, NC 27306	704-363-3297(c) 910-439-5711 (h)	County Commissioner	4 Years 6/30/2026	9
Bill T. Price, Secretary Retired - Educator wprice87@embarqmail.com	5053 Woodrun on Tillery Mt. Gilead, NC 27306	910-573-0072(c)	Governor	4 Years 6/30/2025	5
Judith Mendoza-Hernandez - Student mendozahernandj6205@student.montgomery.edu	1011 Page Street Troy, NC 27371	(910) 220-0044(c)	SGA President	1 Year	
Chad A. Bledsoe, Ph.D. President bledsoec@montgomery.edu	215 Biscoe Road Troy, NC 27371	910-975-3700(c) 910-898-8901(w)			8
Updated August 2023					



**STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR**

**ROY COOPER
GOVERNOR**

July 1, 2023

Dr. Katherine M. Dunlap
766 Tarry Church Road
Star, North Carolina 27356

Dear Katherine:

I am pleased to reappoint you to serve as a member of the Montgomery Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on June 30, 2027.

Your board or commission is covered by the State Ethics Act. As a result, please remember that you must participate in ethics training every two years, and you are required to file a Statement of Economic Interest by April 15 of each year.

Thank you for continuing to serve the people of North Carolina. I am grateful that you are willing to give your time and talents to move North Carolina forward.

Please read the enclosed instructions carefully so that we may complete the reappointment process. If you have any questions, contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

cc: Dr. Chad A. Bledsoe



441 Page Street • P.O. Box 427
Troy, North Carolina 27371-0427
PHONE: (910) 576-6511 • FAX: (910) 576-2044

June 13, 2023

Ms. Kerry Hensley
PO Box 857
Biscoe, NC 27209

Dear Ms. Hensley,

It is a pleasure to report to you that the Montgomery County Board of Education, at its regular meeting on June 5, 2023, voted unanimously to reappoint you to a four-year term (July 1, 2023 – June 30, 2027) to the Board of Trustees of Montgomery Community College.

If the Board of Education can be of assistance, please feel free to call. We wish you the very best in your endeavors to serve the educational community in Montgomery County.

Sincerely,

Dr. Dale Ellis
Superintendent

Cc: Dr. Chad Bledsoe, MCC President
Lauren Kelly, Executive Assistant to the President



Board of Trustees Calendar of Events

2023

August 29, 2023	5:30 p.m.
September 13, 2023	5:30/7:00 p.m.
September 22, 2023	6:00 p.m.
October 11, 2023	5:30/7:00 p.m.
November 3, 2023	
November 8, 2023	11:30 a.m.
November 8, 2023	5:30/7:00 p.m.
November 9, 2023	11:00 a.m.
December, 2023	
December 8, 2023	6:00 p.m.

Scholarship Awards Ceremony (Capel Hall - Multi-purpose Room)
Committee/Board Meeting
Foundation Dinner and Raffle Fundraiser (Garner Center)
Committee/Board Meeting
Shooting Clays Tournament (Dewitt's - Ellerbe NC)
Foundation Board Meeting
Committee/Board Meeting
Veterans Day Ceremony- MCC Flagpole
No Board Meeting
Board Christmas Dinner



FIVE-YEAR STRATEGIC PLAN

MONTGOMERY COMMUNITY COLLEGE
CHAD BLEDSOE, PRESIDENT

1011 PAGE STREET | TROY, NORTH CAROLINA 27371 | (910) 898-9600

MISSION STATEMENT

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

COLLEGE GOALS

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

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

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

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

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

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

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

VALUES

Collaboration

Accessibility

Respect

Excellence

Scholarship

President's Message

I am proud to share with you Montgomery Community College's five-year strategic plan covering the years 2020-2025. This document is built upon our storied legacy, while articulating key goals and establishing MCC's path forward.

This plan is the result of countless hours of work by members of the MCC community. We gathered information, analyzed data, engaged in thoughtful discussion and blended ideas into the present document. Our commitment to collaboration, diversity in ideas and thoughtful decision-making results in this document of which we are proud.

Our discussions produced new vision and mission statements, in addition to six goals in the areas of instructional programs and student support services; facilities and technologies; community initiatives; quality faculty and staff; fiscal stability and institutional effectiveness. Not only did we agree upon and articulate these goals, we are excited about them! Please join me in thanking faculty, staff, students, and our board of directors for their continued dedication to this critical task.

Given these recent times of difficulty, we acknowledge the unprecedented obstacles we faced during the first two years of this planning period. Yet we persevered! We not only survived, we have come through wiser, stronger, more empathetic and more capable of service to our stakeholders. We confidently face the future and look forward to becoming all that MCC can be for its community.



Chad A. Bledsoe, Ph.D., President
Montgomery Community College

Board of Trustee's Chair Message



On behalf of the Board of Trustees of Montgomery Community College, I would like to acknowledge our faculty and staff in their commitment to support the mission and goals of the College. Our Strategic Plan is foundational in mapping the future of the College as we support students and stakeholders alike. Steeped in the tradition of educating students, MCC fulfills the needs of the community in preparing a readied workforce to fill existing

and emerging careers.

In creating the basis of the Strategic Plan, our goals and mission are to strengthen MCC's partnership in the community and build on the aspirations established in 1967. Moving forward is paramount to the success of the College and strategic planning is a central focus in creating a culture of continued improvement. Cultivated in data driven decision-making, the Strategic Plan shares the outlook of our future today.

Notwithstanding the unexpected challenges of a pandemic, MCC has remained steadfast with uncompromising resilience to carry forward the traditions of furthering life-long education in Montgomery County. For this, the Board and I commend Dr. Bledsoe and all the faculty and staff for their unwavering character and professionalism in such trying times.

Claudia Bulthuis, Chair
Montgomery Community College
Board of Trustees

STRATEGIC GOALS 2020-2025

MARKETING, COMMUNITY ENGAGEMENT and COMMUNITY COMMUNICATION GOAL

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

STUDENT RECRUITMENT and RETENTION GOAL

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

COURSES and PROGRAMMING GOAL

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

Approved by the Board of Trustees February 12, 2020



STRATEGIC PLAN GOALS OBJECTIVES: YEAR ONE

Strategic Goal	Objective	Responsible Positions	2020-2021 Progress
#1 Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence, and effective public communications.	Prepare employees to be college ambassadors by developing an internal communication tool	President Director of Marketing Director of Human Resources	Developed college intranet for sharing of information. Trained senior staff in communication processes. Created shared drive to house marketing materials.
	Identify local organizations where college employees can share updates and successes of the institution	President VP of Instruction Dean of Continuing Education Curriculum Deans Curriculum Program Chairs Curriculum FT Faculty Continuing Education Directors Foundational Studies Director Director of Educational Partnerships Coordinator of Prison Programming	Uwharrie Welcome Center, Troy. Local restaurants (Zeno's, Better Burger). Speckled Paw (community-based newsletter).
	Schedule specific (observable) promotion events/activities based on the local organizations identified, and share updates and successes of the institution.	President VP of Instruction Dean of Continuing Education Curriculum Deans Curriculum Program Chairs Curriculum FT Faculty Continuing Education Directors Foundational Studies Director Director of Educational Partnerships Coordinator of Prison Programming Director of Learning Resources	Attendance at community-specific festivals and fairs: Candor, Troy, Star, Mount Gilead. Advertising at community-specific festivals where we can't attend: Robbins, Carthage. Sponsorship of some MCS events.
	Work with the Director of Marketing to assess current marketing efforts and identify ways to expand reach within Montgomery County; report out on assessment findings and implement the new ways to expand reach.	President VP of Instruction Dean of Continuing Education Curriculum Deans Curriculum Program Chairs Curriculum FT Faculty Continuing Education Directors Foundational Studies Director Director of Educational Partnerships Coordinator of Prison Programming	Created 2022 Campus Marketing Plan. Active, beneficial editorial relationship with Montgomery Herald. Utilization of new media for promotion: outdoor billboards, radio, cable television.
#2 Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence, and effective public communications.	Assess current student recruitment and retention practices to identify areas of possible improvement, and/or expansion.	VP of Instruction VP of Student Services Coordinator of Student Life & Recruitment Dean of Continuing Education Curriculum deans Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Foundational Studies Director	Added a recruitment calendar. Documenting where the college is not recruiting to areas of the county. Expanding call lists for students. Examining recruitment using email, phone, text, etc.

		Director of Educational Partnerships Coordinator of Prison Programming Student Success & Retention Specialist	Offered a College Open House.
	Examine recruitment and retention practices at other higher education institutions to identify best practices.	VP of Instruction VP of Student Services Coordinator of Student Life & Recruitment Dean of Continuing Education Curriculum deans Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Foundational Studies Director Director of Educational Partnerships Coordinator of Prison Programming Student Success & Retention Specialist	Added a Chat Bot for questions about enrollment. Expansion of AVISO. Could not visit other Colleges due to the COVID pandemic. Will move forward to the next academic year.
	Develop specific goals and measurements for recruiting students and retaining them after enrollment.	VP of Instruction VP of Student Services Coordinator of Student Life & Recruitment Dean of Continuing Education Curriculum deans Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Foundational Studies Director Director of Educational Partnerships Coordinator of Prison Programming Student Success & Retention Specialist	Tracked current rates, but could not set measurable goals due enrollment fluctuations caused by the COVID pandemic. Will move forward to the next academic year.
	Improve enrollment of underrepresented populations at the institution	VP of Instruction VP of Student Services Coordinator of Student Life & Recruitment Dean of Continuing Education Curriculum deans Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Foundational Studies Director Director of Educational Partnerships Coordinator of Prison Programming Student Success & Retention Specialist	Implemented AVISO Software Recruitment at special locations; local food bank, Department of Social Service, Highland Center, and Brutonville Center. Recruited at all MCS open houses and events to speak with parents. Attended community event such as Town Stage, Troy Fest, Mt. Gilead Cruise In.
#3 Montgomery Community College employees will integrate the College's instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their communities.	Identify areas where continuing education, curriculum, and business/industry training already integrate to train for existing and emerging skills and document best practices from those efforts.	VP of Instruction Dean of Continuing Education Curriculum Deans Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Coordinator of Prison Programming Director of IE	Worked with the NC Community College System Office on the Credit for Prior Learning initiative. Identified local opportunities to award credit for prior learning.
	Identify cross-programmatic skillsets needed by graduates to be successful after	VP of Instruction Dean of Continuing Education Curriculum Deans	Explored the addition of CAD training to curriculum and continuing education programs, including machining-oriented areas.

	graduation/course completion. Integrate training for those skillsets across all disciplines.	Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Coordinator of Prison Programming Director of IE	Offering combined continuing education and curriculum classes.
	Develop mechanisms for tracking graduates and completers after employment to gauge their success in their chosen field.	VP of Instruction Dean of Continuing Education Curriculum Deans Curriculum Program Chairs Curriculum FT Faculty Con Ed Directors Coordinator of Prison Programming Director of IE	Explored options for tracking graduates. Staff plan to offer a survey at graduation to track employment at graduation and gather contact information for future surveys.
#4 Create a culture for employing and retaining quality faculty and staff to support student success.	Implement a written procedure regarding onboarding of new hires.	Director of Human Resources VP of Administrative Services VP of Instruction and Student Services	Implementation of a written procedure was paused and will be revisited.
	Create a Personnel Handbook.	Director of Human Resources VP of Administrative Services VP of Instruction and Student Services	Creation of a Personnel Handbook was paused and will be revisited.
#5 Develop, and manage human, financial, and infrastructure resources essential to fiscal stability and meeting student and community needs.	Integrate Self Service into departmental and institutional budge processes.	VP of Administrative Services Director of Financial Services Accountant Purchasing Agent Account Payable/Receivable Specialist	Business Office conducted regular meetings with departments and divisions to review spending and budgetary processes utilizing Self Service.
	Enhance campus security and safety with the addition of security cameras.	VP Administrative Services Director of Facilities	Expanded campus security systems with the addition of security cameras campus-wide.
#6 Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.	Implementation of Strategic Plan and Goals (2020-2025); Strategic Goals will be incorporated into division and departmental operational Outcome Assessment Reports (OAR).	President VP of Instruction/Student Services VP of Administrative Services Director of Institutional Effectiveness Deans Directors	Newly created strategic goals were effectively implemented in division and departmental OARs.

STRATEGIC PLAN GOALS OBJECTIVES: YEAR TWO

Strategic Goal	Objective	Responsible Positions	2021-2022 Progress
#1 Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence, and effective public communications.	Schedule specific (observable) promotion events/activities based on the local organizations identified, and share updates and successes of the institution.	President, VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Foundational Studies Director, Director of Educational Partnerships.	MCS Back to School Bash Open House CTE Curriculum Fair with HS and CTE Community Events
	Develop and implement a Marketing plan to promote Montgomery Community College within the college's service area.	President, Director of Marketing.	Deans worked with Kelly to develop a marketing plan for each of their area.
	In light of the COVID pandemic, expand and enhance communication methods to both attract and retain students.	President, VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Foundational Studies Director, Director of Educational Partnerships	Expanded use of Texting Aviso Communication System Aviso retention efforts
#2 Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students.	Investigate the feasibility of developing a First-Year Experience program that enhances the student experience on at the college.	President, VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Foundational Studies Director, Director of Educational Partnerships, and Student Success & Retention Specialist	Expand current efforts with the QEP Expansion of new student orientation More new student/first year information available on the website with short videos
	Seek funding to add a NCCCS Career Coach position.	VP of Instruction, VP of Student Services, Coordinator of Student Life & Recruitment, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, Foundational Studies Director, Director of Educational Partnerships, and Student Success & Retention Specialist	NCCCS funding not available Repositioned existing staff to provide the services
	Improve enrollment of underrepresented populations at the institution.	VP of Instruction, VP of Student Services, Coordinator of Student Life & Recruitment, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, Foundational Studies Director, Director of Educational Partnerships, and Student Success & Retention Specialist	Perkins numbers meet and exceeded negotiated levels Expanded recruitment opportunities Exploring Horticulture program for special needs students
	Assess retention and student satisfaction in courses impacted by the instructional support improvements.	VP of Instruction, VP of Student Services, Coordinator of Student Life & Recruitment, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, Foundational Studies Director, Director of Educational Partnerships, and Student Success & Retention Specialist	Student satisfaction of instruction surveys were completed Student satisfaction with services was not completed for 2021-2022 Courses with less than 70% satisfactory completion rates identified and reviewed Graduation numbers reviewed

	Refine topic for QEP and begin planning and research of the topic	President, VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Foundational Studies Director, Director of Educational Partnerships, and QEP Director	Topic narrowed Literature reviewed Goals set Campus-wide involvement in the selection process
#3 Montgomery Community College employees will integrate the College's instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their communities.	Develop documented articulation agreements between applicable curriculum and workforce development programs.	VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, and Director of IE	Public Safety Administration Degree approved to all BLET, EMT, and Corrections students to use Con-ed training to meet course requirements BLET credits transferred to meet CJC requirements
	Identify cross-programmatic skillsets needed by graduates to be successful after graduation/course completion. Integrate training for those skillsets across all disciplines.	VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, and Director of IE	Continue to work with Advisory Committees as we get out of COVID to identify skillsets AWSUM grant identifying skillsets in Machining and Welding
	Develop a comprehensive instructional support program. (Hire faculty to support instructional efforts)	VP of Instruction, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, and Director of IE	Release-time for Sam Britt to work with course/resource development for faculty to improve both online and face-to-face instruction. Annual review of program needs for additional faculty hindered by slow recovery of FTE because of COVID
#4 Create a culture for employing and retaining quality faculty and staff to support student success.	Purchase and implement a recruiting software package to post vacancies.	VP of Administrative Services Director of Human Resources	Purchased NeoGov Insight software for recruiting.
	Purchase and implement an onboarding software package to enable new employees to complete new hire paperwork on-line versus paper copies.	VP of Administrative Services Director of Human Resources	Purchased NeoGov On-boarding software.
#5 Develop, and manage human, financial, and infrastructure resources essential to fiscal stability and meeting student and community needs.	Implement procedures to eliminate multiple paper copies and more fully automate processes by utilizing Etrieve software.	VP of Administrative Services Dean of Information Technology System Administrator PC Technician	Etrieve software was effectively implemented. In part, however full implementation will be carried forward to next year.
	Implement energy saving efforts to consist of installation of LED lighting across campus.	VP of Administrative Services Director of Facilities Maintenance Staff	85% of the campus has converted to LED lights.
	Develop, approve, and support comprehensive cybersecurity policies. This will be an ongoing process, but initial policies should include office security, handling of PII, and data transmission.	Board of Trustees President VP of Administrative Services Dean of Information Technology Director of Institutional Effectiveness System Administrators	Developed, approved, implemented Policy 7.1.9 – Information Security Plan The objectives of the ISP are to (1) ensure the security and confidentiality of covered information; (2) protect against anticipated threats or hazards to the security and integrity of such information; and (3) protect against unauthorized access or use of such

			information that could result in substantial harm or inconvenience to customers.
#6 Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.	Collaborate with Emsi BurningGlass to conduct detailed labor market analysis and economic impact study to assess labor markets and impact made at regional, state, and national levels.	President Director of Institutional Effectiveness VP of Administrative Services VP of Instructions/ Student Service Registrar	Full economic impact and labor market analysis was completed; institution was provided detailed information including a full report, executive summary, and fact sheets.
	Institution will research and select a topic for its Quality Enhancement Plan (QEP).	President Director of Institutional Effectiveness VP of Instruction/Student Services VP of Administrative Services QEP Director Deans Directors	The institution selected a QEP topic based on multiple surveys, focus groups, and info-sessions with college stakeholders, faculty, staff, and students.

STRATEGIC PLAN GOALS OBJECTIVES: YEAR THREE

Strategic Goal	Objective	Responsible Positions	2022-2023 Progress	Assessment and Future Action
#1 Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence and effective public communications. (MARKETING, COMMUNITY ENGAGEMENT & COMMUNITY COMMUNICATION)	<p>Develop and maintain collaborative partnerships and special projects with local educational institutions, businesses, and civic/municipality organizations.</p> <p>KPI: Enrollment in apprenticeship (Increase by 5%) & customized training programs (Increase by 15%), Number of apprenticeship partners (Increase by 20%)</p>	President, VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Director of College and Career Readiness, Director of Educational Partnerships, Small Business Center Director.	<p>Expanded industrial partnerships including via apprenticeship pathways, customized training opportunities. Ended 21-22 assessment cycle with 19 students enrolled apprenticeship programs- ended 22-23 assessment cycle with 15 students. Ended 21-22 assessment cycle with 121 students enrolled in customized training courses- ended 22-23 assessment cycle with 196 students. Ended 21-22 assessment cycle with 7 apprenticeship partners, ended 22-23 assessment cycle with 8 partners.</p> <p>Started the "SBC in the community" program where the Small Business Center Director and other college representatives set up at local civic/municipality organizations to educate local businesses and community members on college services.</p>	<p>Objective KPI Progression:</p> <p>Enrollment in apprenticeship & customized training: Progressing</p> <p>Enrollment in apprenticeship programs decreased by 11% due to the Duke Energy pre-apprenticeship program only lasting a year. Enrollment in customized training programs saw a 38% increase.</p> <p>Number of apprenticeship partners: Not Met</p> <p>The number of apprenticeship partners has experienced a 12% increase during the 22-23 assessment cycle, falling below the goal of a 15% increase.</p> <p>Future Action: MCC will strengthen outreach to community educational institutions, businesses, and civic/municipality organizations to further educate the community of opportunities available through collaborative partnerships such as becoming an apprenticeship partner or receive customized training.</p>
	<p>Develop and implement program specific marketing plans that feed into the institutional Marketing plan to promote Montgomery Community College within the college's service area</p> <p>KPI: Number of individualized program/department-specific marketing plans (increase by 5%)</p>	President, Director of Marketing, Deans, Department Chairs, Faculty	<p>Deans worked individually with Marketing to develop a marketing plan for each of their program areas. At the end of the 21-22 assessment cycle only 4 out of 36 curriculum programs had an individualized marketing plan that fed into the institutional marketing plan. At the end of the 22-23 marketing plan, 6 out of 36 curriculum programs had an individualized marketing plan.</p> <p>The director of Marketing has begun follow up and assessment of second</p>	<p>Objective KPI Progression:</p> <p>Number of Individualized program/department-specific marketing plans: Met</p> <p>The number of individualized program/department-specific marketing plans increased by 33% between the end of the 21-22 assessment cycle and the end of the 22-23 assessment cycle, meeting the goal of an overall 6% increase. MCC went from having 11% of curriculum programs having individualized</p>

			year marketing plan has updated the institutional marketing plan.	marketing plans at the end of the 21-22 assessment cycle to 17% at the end of the 22-23 assessment cycle. Future Action: MCC will strengthen the development and implementation of program-specific marketing plans that feed into the institutional marketing plan through the Director of Marketing continuing to collaborate with Deans and Department Chairs to develop and assess individualized marketing plans.
Enhance program and department-specific digital and printed marketing materials to be used in recruiting and marketing efforts. KPI: Number of program and department-specific marketing materials developed so that all programs/departments have program-specific brochures (Goal is to have a brochure for every program/department)	Director of Marketing, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Director of College and Career Readiness, Director of Educational Partnerships	Two additional program specific brochures were created including health and human services and skilled trades. Every program is individually represented and marketed through the professionally printed annual report and tabloid.	Objective KPI Progression: Number of program and department-specific marketing materials developed: Met The number of individualized program/department-specific marketing materials increased as program-specific brochures were created for the departments of Health and Human Services as well as Skilled Trades. With the addition of these two program-specific brochures, every program/department now has a brochure that is available via print or digital. Future Action: MCC will continue to enhance program and department-specific digital and printed marketing materials to be used in recruiting and marketing efforts by updating two dates marketing brochures: The MCC Foundation and Public Safety. MCC will continue to support this goal by responding to program/department marketing needs.	
Increased presence in local media including local newspapers, columns, or magazines. KPI: Average number of press pickups and stories per month (50% increase)	President, Director of Marketing	Averaging 3-4 press pickups and stories per month.	Objective KPI Progression: Number of press pickups and stories per month: Met The average number of press pickups increased by 100% between the end of the 21-22 assessment cycle and the end of the 22-23 assessment cycle,	

				<p>meeting the goal of an overall 50% increase. MCC went from averaging 1-2 press pickups and stories per month at the end of the 21-22 assessment cycle to averaging 3-4 press pickups and stories per month at the end of the 22-23 assessment cycle.</p> <p>Future Action: MCC will continue to increase presence in local media including newspapers, columns, or magazines by continuing to highlight the important events and stories at MCC to the community at large.</p>
<p>#2 Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students. (STUDENT & STUDENT RECRUITMENT & RETENTION)</p>	<p>Incorporate first-year experience and support into QEP planning that enhances the student experience that promotes student success.</p> <p>KPI: Development of the QEP plans to implement as a part of the written report.</p>	<p>QEP Director, Dean of Student Services, Director of Institutional Effectiveness, QEP Development Committee, Student Success & Retention Specialist</p>	<p>Student first year experience was incorporated in the planning and development of the proposed student navigator model presented in the QEP proposal that will presented to the SACSCOC on-site committee during their on-site visit in the fall of 2023.</p> <p>Part of the written QEP plans includes the creation of the “LEGEND” center that will serve as a one-stop shop for onboarding resources, first-year admissions, advising, and college placement.</p>	<p>Objective KPI Progression:</p> <p>Development of the QEP Plans to implement as a part of the written report: Met</p> <p>MCC effectively incorporated first-year experience and support into QEP planning that enhances the student experience that promotes student success as a part of the QEP written report.</p> <p>Future Action: MCC will continue to Incorporate first-year experience and support into QEP planning that enhances the student experience that promotes student success through the implementation of the navigator admissions and advising model for first-year students planned in our QEP written report.</p>
	<p>Create a more seamless onboarding process that provides wrap-around services through effective individualized communication, recruitment, and support.</p> <p>KPI: Development of the QEP plans to implement as a part of the written report</p>	<p>VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Director of College and Career Readiness, Director of Educational Partnerships, Student Success & Retention Specialist, QEP Director, QEP Development Committee</p>	<p>A seamless onboarding process that provides wrap-around services was included in the planning and development of the proposed navigator advising model presented in the QEP proposal that will presented to the SACSCOC on-site committee during their on-site visit in the fall of 2023.</p> <p>Part of the written QEP plans includes the creation of the “LEGEND” center that will serve as a one-stop shop for onboarding resources, first-year</p>	<p>Objective KPI Progression:</p> <p>Development of the QEP Plans to implement as a part of the written report: Met</p> <p>MCC effectively incorporated a more seamless onboarding process that provides wrap-around services through effective individualized communication, recruitment, and support into QEP planning that enhances the student experience that</p>

			admissions, advising, and college placement.	<p>promotes student success as a part of the QEP written report.</p> <p>Future Action: MCC will continue to create a more seamless onboarding process that provides wrap-around services through effective individualized communication, recruitment, and support through the implementation of the navigator admissions and advising model as planned in our QEP written report.</p>
	<p>Evaluate and improve enrollment and recruitment processes to reach underrepresented populations at the institution.</p> <p>KPI: Civil Rights monitoring self-assessment results/report. (Goal: 80% approval rate)</p>	<p>VP of Instruction & SS, Dean of Student Services, Coordinator of Student Life & Recruitment, Dean of Continuing Education, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Con Ed Directors, Director of College and Career Readiness, Director of Educational Partnerships, and Student Success & Retention Specialist</p>	<p>MCC underwent a Methods of Administration monitoring visit by the NCCCS Office of Civil Rights, MCC completed a thorough self-study of multiple administrative and student services in relation to serving underrepresented populations. This provided the opportunity to assess and improve enrollment and recruitment processes to reach underrepresented populations at MCC.</p>	<p>Objective KPI Progression:</p> <p>Civil Rights monitoring self-assessment results/report: Met</p> <p>The visit evaluated over 200 documents and other indicators of compliance over 12 administrative sections including administration, site location & student eligibility, recruitment, admissions, student financial assistance, counseling & prevocational programs, services for disability, accessibility, facilities, work study & apprenticeship, apprenticeship training, and employment. Out of 200 measures, the evaluation only found 24 (12%) areas of improvement. (88% approval rate)</p> <p>Future Action: MCC will continue to evaluate and improve its processes in reaching underrepresented populations at the institution through taking the feedback that was provided by the NCCCS Office of Civil Rights to improve enrollment and recruitment processes.</p>
<p>#3 Montgomery Community College employees will integrate the College's instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their communities. (COURSES/PROGRAMMING)</p>	<p>Create a Crosswalk between non-credit Continuing Education courses and for-credit curriculum courses.</p> <p>KPI: Crosswalk document (All relevant CE programs will have a corresponding CU course on CU-CE crosswalk.)</p>	<p>VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, College Registrar, Assistant Registrars, Con Ed Directors</p>	<p>Created new CR courses through COCO or through existing CE courses with new local definitions to create a crosswalk between CE and CU courses. Relevant CE courses remain without a CU crosswalk developed; Crosswalk document is not complete.</p>	<p>Objective KPI Progression:</p> <p>CE to CU Crosswalk Document: Not Met</p> <p>MCC started the development of the CE to CU crosswalk for relevant programs including welding and taxidermy.</p>

				<p>Relevant CE courses remain without a CU crosswalk developed; Crosswalk document is not complete.</p> <p>Future Action: MCC will continue to create a crosswalk between non-credit Continuing Education courses and for-credit curriculum courses through the further development of relevant CE to CU courses and programs. Strategic objective will be carried forward to year 4 objectives.</p>
	<p>Improve Credit for Prior Learning processes including increasing the number of credits awarded.</p> <p>KPI: Development of more user-friendly workflows between registrars' office and subject-matter experts.</p>	<p>VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, College Registrar, Assistant Registrars, Con Ed Directors, Student Success Coach, Advisors</p>	<p>MCC improved the credit for prior learning process by building a new E-trieve form the simplifies the workflow between the registrar's office and subject-matter experts.</p> <p>Continuing work with the AWESM grant, specifically goal 4 of the grant on Credit for Prior Learning.</p>	<p>Objective KPI Progression:</p> <p>Number of credits awarded for Credit for Prior Learning: Progressing</p> <p>Although the Etrieve form was developed that made the workflows between the registrar's office and subject-matter experts more user-friendly, MCC did not see a significant increase in the number of credits awarded.</p> <p>Future Action: MCC will continue to improve the credit for prior learning process by offering professional development to advisors and student services personnel so that individuals advising students are aware of this opportunity.</p>
	<p>Develop a comprehensive instructional support program.</p> <p>KPI: Development of an Instructional Support Facilitator- Job Description</p>	<p>VP of Instruction & SS, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Instructional Support Facilitator</p>	<p>Instructional Support Facilitator role was developed.</p>	<p>Objective KPI Progression:</p> <p>Development of an Instructional Support Facilitator: Met</p> <p>The Instructional Support Facilitator role was developed. The Instructional Support Facilitator created several how-to videos and a variety of other handouts to meet with and train instructors that cover an array of topics such as the Blackboard Mobile App, teaching ideas, group work, classroom management, Bb Discussion Board ideas, how to motivate students, Zoom, Blackboard tips and reminders, etc.</p>

				Future Action: MCC will continue to improve and develop a comprehensive instructional support program through the collaboration and work of the Instructional Support Facilitator.
#4 Create a culture for employing and retaining quality faculty and staff to support student success.	Purchase and implement a recruiting software package to post vacancies. KPI: Purchase and use of recruiting software	VP of Administrative Services Director of Human Resources Dean of Information Technology System Administrator	NeoGov Insight software for recruiting is currently being used to successfully post vacant positions and navigate the application/hiring process.	Objective KPI Progression: Purchase and use of recruiting software MET Future Actions Planned: No further actions necessary.
	Purchase and implement an onboarding software package to enable new employees to complete new hire paperwork on-line versus paper copies. KPI: Use of onboarding software	VP of Administrative Services Director of Human Resources Dean of Information Technology System Administrator	Began implementation of Neo-Gov Onboarding software in February 2023. All forms, checklists, and positions have been created. Presently in testing mode.	Objective KPI Progression: Implement onboarding software: PROGRESSING Future Actions Planned: A live start date is anticipated by October 2023.
	Collaborate with Human Resources Director to develop professional development opportunities to meet the goals and mission of MCC. Also work with SAFECOLLEGE training to promote online professional development to staff and faculty. KPI: Development of professional development resources	Dean of Learning Resources Director of Human Resources	Although professional development opportunities were developed to meet the goals and mission of MCC, the institution is continuing to work with SAFECOLLEGE training to promote online professional development to staff and faculty.	Objective KPI Progression: Development of Professional Development opportunities: PROGRESSING Future Actions: Carry goal into 2023-2024
#5 Develop, and manage human, financial, and infrastructure resources essential to fiscal stability and meeting student and community needs.	Implement procedures to eliminate multiple paper copies and more fully automate processes by utilizing Etrieve software. KPI: Utilization of Etrieve software	VP of Administrative Services Dean of Information Technology System Administrator PC Technician	Etrieve software was effectively implemented	Objective KPI Progression: Automate process utilizing Etrieve software: MET Future Actions: MCC will continue to improve its processes of form submission and workflow by utilizing Etrieve software.
	Develop an Intranet that will be used by employees and faculty. Host, build and design an Intranet that user can access with a password. KPI: Development of employee intranet	Dean of Information Technology System Administrator PC Technician Digital Content Manager/Multimedia Specialist	An employee intranet was successfully developed and implemented.	Objective KPI Progression: Development of employee intranet: MET Future Actions Planned: MCC will continue to improve and update the employee intranet.

	<p>Improve air quality inside campus buildings and make restrooms more hygienic by adding touchless components.</p> <p>KPI: Installation of touchless hand dryers</p>	<p>VP of Administrative Services Director of Facilities Maintenance Staff</p>	<p>Installed hand dryers in restrooms with HEPA filtration; Installed bipolar ionization air cleaners in HVAC units.</p>	<p>Objective KPI Progression:</p> <p>Installation of hand dryers and air cleaners: MET</p> <p>Future Actions: Continue to improve sanitation and safety standards campus-wide.</p>
<p>#6 Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.</p>	<p>Coordinate the development and submission of the SACSCOC Compliance Certification, QEP, and Focus Report.</p> <p>KPI: Development and submission of the Compliance Certification, QEP, and Focus Report.</p>	<p>President Director of Institutional Effectiveness VP of Instruction/Student Services VP of Administrative Services QEP Director Deans Directors</p>	<p>The Compliance Certification, QEP, and Focus Report were successfully developed and submitted to SACSCOC by the deadlines.</p>	<p>Objective KPI Progression:</p> <p>Development and submission of the Compliance Certification, QEP, and Focus Report: MET</p> <p>Future Actions: MCC will host the On-Site Reaffirmation Committee in Fall 2023.</p>

STRATEGIC PLAN GOALS OBJECTIVES: YEAR FOUR

Strategic Goal	Objective	Responsible Positions	2023-2024 Progress	Assessment and Future Action
#1 Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence and effective public communications. <i>(MARKETING, COMMUNITY ENGAGEMENT & COMMUNITY COMMUNICATION)</i>	Develop and maintain collaborative partnerships and special projects with local educational institutions, businesses, and civic/municipality organizations. KPI: Enrollment in apprenticeship (Increase by 5%) & customized training programs (Increase by 15%), Number of apprenticeship partners (Increase by 20%) (Carried forward from Year Three Objectives)	President, VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Director of College and Career Readiness, Director of Educational Partnerships, Small Business Center Director.		
	Increase college exposure through program specific media outreach and press coverage. KPI: Program specific social media analytics, program specific press pickups and releases, (Increase by 10%)	President, VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Continuing Education Directors, Director of College and Career Readiness, Director of Educational Partnerships, Small Business Center Director.		
	Increase exposure for academic support services available to current and perspective students. KPI: In-Person and Virtual Class Visits from Academic Support Staff (Increase by 15%)	President, VP of Instruction & SS, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Dean of Learning Resources, Distance Education Coordinator		
	Increase exposure for student support services available to current and perspective students. KPI: In-Person and Virtual Class Visits from Student Support Staff (Increase by 15%)	President, VP of Instruction & SS, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Counselor/Disability/TIX Coordinator		
#2 Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students. <i>(STUDENT & STUDENT RECRUITMENT & RETENTION)</i>	Upon SACSCOC approval, improve first-year experience and provide support through QEP implementation to enhance first-year experience and student success. KPI: Number of first-year students who persist to the second consecutive semester (Increase by 10%)	QEP Director, Dean of Student Services, Director of Institutional Effectiveness, QEP Development Committee, Student Success & Retention Specialist		

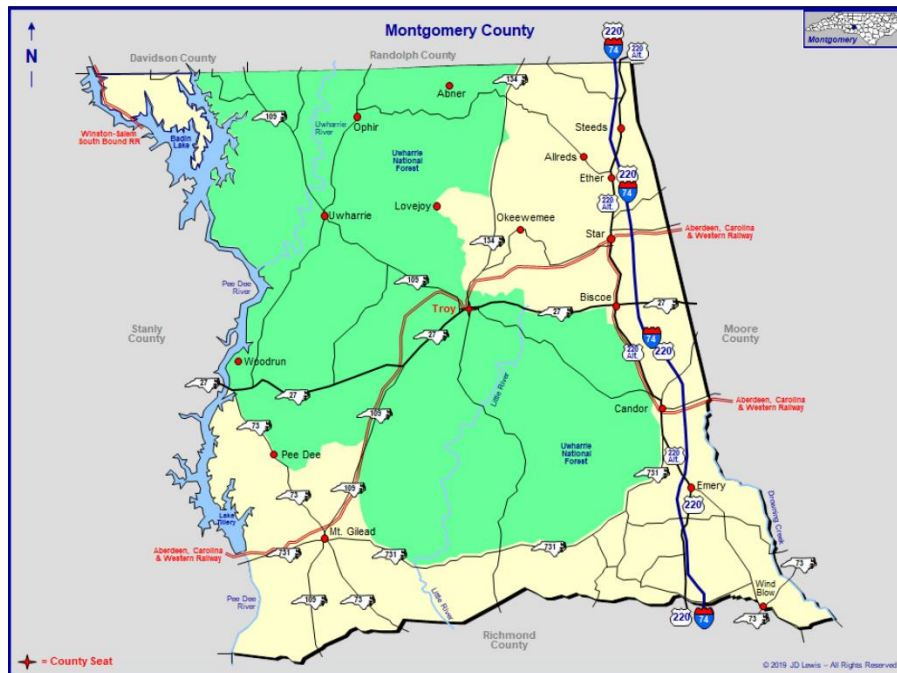
	<p>Upon SACSCOC approval, implement a more seamless onboarding process that provides wrap-around services through effective individualized communication, recruitment, and support.</p> <p>KPI: Watermark communication reports (Increase by 5%); Onboarding Satisfaction Survey via Survey Monkey (70% satisfaction rate)</p>	QEP Director, Dean of Student Services, Director of Institutional Effectiveness, QEP Development Committee, Student Success & Retention Specialist, Navigators		
	<p>Increase utilization for academic support services available to current and perspective students.</p> <p>KPI: Tutoring Logs (Increase by 10%)</p>	President, VP of Instruction & SS, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Dean of Learning Resources, Distance Education Coordinator		
	<p>Increase utilization for student support services available to current and perspective students.</p> <p>KPI: Inquiry logs (Increase by 10%); service log implementation</p>	President, VP of Instruction & SS, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, Counselor/Disability/TIX Coordinator		
#3 Montgomery Community College employees will integrate the College's instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their communities. (COURSES/PROGRAMMING)	<p>Create a Crosswalk between non-credit Continuing Education courses and for-credit curriculum courses. (Carried forward from Year Three Objectives).</p> <p>KPI: Crosswalk document (Increase by 10%); service log implementation. (Carried forward from Year Three Objectives)</p>	VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, College Registrar, Assistant Registrars, Con Ed Directors		
	<p>Improve Credit for Prior Learning processes including increasing the number of credits awarded.</p> <p>KPI: Number of credits awarded for Credit for Prior Learning (Increase by 10%)</p>	VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, College Registrar, Assistant Registrars, Con Ed Directors		
	<p>Incorporate Continuing Education to Curriculum Crosswalk into the advising process.</p> <p>KPI: Number of credits awarded for Credit for Prior Learning from Continuing Education to Curriculum Crosswalk (Increase 10%)</p>	VP of Instruction & SS, Dean of Continuing Education, Dean of Student Services, Curriculum Deans, Curriculum Program Chairs, Curriculum FT Faculty, College Registrar, Assistant Registrars, Con Ed Directors, Navigators, Faculty Advisors		

#4 Create a culture for employing and retaining quality faculty and staff to support student success.	Create and implement a formalized New Hire Orientation procedure to acclimate new employees to MCC processes and improve employee retention.	VP of Administrative Services Director of Human Resources		
	Collaborate with Human Resources Director to develop professional development opportunities to meet the goals and mission of MCC. Also work with SAFECOLLEGE training to promote online professional development to staff and faculty. KPI: Development of professional development resources	Dean of Learning Resources Director of Human Resources		
#5 Develop, and manage human, financial, and infrastructure resources essential to fiscal stability and meeting student and community needs.	Implement a New Scheduling/Event management software to replace EMS due to being outdated and no longer being offered support.	VP of Administrative Services Dean of Information Technology System Administrator PC Technician		
	The College will implement the use of access control on all building main entrance doors. Install system and software for card/fob distribution and monitoring.	VP of Administrative Services Director of Facilities Maintenance Staff		
#6 Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and institutional effectiveness.	Host SACSCOC On-Site Reaffirmation Committee. KPI: Hosting the SACSCOC On-Site Reaffirmation Committee	President Director of Institutional Effectiveness VP of Instruction/Student Services VP of Administrative Services QEP Director Deans Directors		
	Increase the number of questions on surveys (student, graduate, and employee) to collect more data regarding MCC's resources and services. KPI: Revised surveys	Director of Institutional Effectiveness		
	Conduct a beginning of academic year and end of academic year survey amongst Planning Council members to solicit input regarding the college's research, planning, and assessment activities. KPI: Completed surveys	Director of Institutional Effectiveness		
	Conduct professional development sessions with faculty and staff regarding the development and implementation of Student Learning	President Director of Institutional Effectiveness VP of Instruction/Student Services VP of Administrative Services		

	Outcomes (SLO) and Outcome Assessment Reports (OAR) to support institutional effectiveness and improvement.	QEP Director Deans Directors Faculty Staff		
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MONTGOMERY COUNTY PROFILE

(AT THE TIME OF LONG-RANGE 2020-2025 STRATEGIC PLANNING)



Demographics

ACCESSNC (September 2021)

2019 Estimated Population	27,252
Population Census April 1, 2010	27,798
Population Percentage Change	-0.3%
NC Certified Population Estimate July 2019	27,724
Population Percentage Change	0.4%

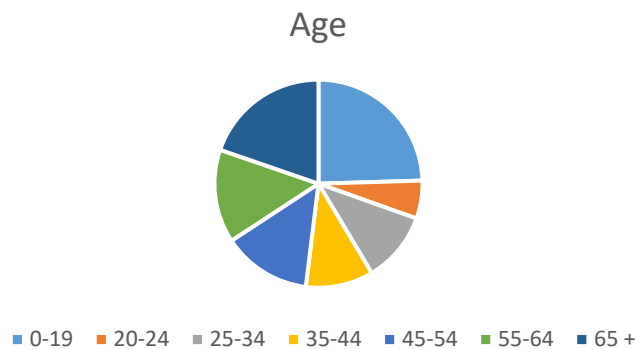
Urban/Rural Population

ACCESSNC (September 2021)

	Number	Percentage
2010 Census Total Population: Urban	6,439	23.2%
2010 Census Total Population: Rural	21,359	76.8%

Estimated Population by Age

ACCESSNC (SEPTEMBER 2021)



2019 Estimated Median Age

44

	Number	Percentage
2019 Estimated Total Population 0-19	6,670	24.5%
2019 Estimated Total Population 20-24	1,614	5.9%
2019 Estimated Total Population 25-34	2,998	11.0%
2019 Estimated Total Population 35-44	2,860	10.5%
2019 Estimated Total Population 45-54	3,772	13.8%
2019 Estimated Total Population 55-64	3,962	14.5%
2019 Estimated Total Population 65+	5,376	19.7%

Commuters

ACCESSNC (September 2021)

Place of Work	Commuters	Residents
Work in State/County of Residence	6,684	62.4%
Work in State/Out of County of Residence	3,845	35.9%
Work Out of State of Residence	171	1.6%

Education

ACCESSNC (September 2021)

2020-2021 Kindergarten – 12 Enrollment	4,336	
2020 Average SAT Score (1600 Scale)	1,009	
2020 Percentage of Graduates Taking SAT	30.1%	
2019-2020 (Provisional) Higher Education Completions	314	
2019-2020 (Provisional) Higher Education Enrollment	1,175	
2019 Estimated Education Attainment Age 25+, at least High School Graduate	15,076	79.5%
2019 Estimated Education Attainment Age 25+, at least Bachelor's Degree	2,971	15.7%

Employment/Unemployment

ACCESSNC (September 2021)

	Currently	2020 Annual
2020 Employment	10,991	10,573
2020 Unemployment	521	755
2020 Unemployment Rate	4.5%	6.7%

Employment by Industry

ACCESSNC (September 2021)

	2021 Q1 Employment	2020 Employment	2021 Q1 Weekly Wage	2020 Weekly Wage
Total All Industries	9,007	8,884	\$742	\$790
Total Government	1,532	1,567	\$793	\$779
Total Private Industry	7,475	7,317	\$732	\$793
Top Industries				
	2021 Q1	2020	2021 Q1	2020
Construction	452	453	\$817	\$979
Manufacturing	3,064	2,868	\$840	\$943
Wholesale Trade	138	163	\$896	\$919
Retail Trade	885	913	\$564	\$577
Transportation and Warehousing	132	118	\$829	\$919
Information	49	65	\$1,406	\$1,055
Finance and Insurance	182	189	\$1,050	\$997
Real Estate and Rental/Leasing	24	25	\$559	\$679
Professional and Technical Services	64	55	\$773	\$1,042
Management of Companies, Enterprises	69	71	\$1,143	\$1,076
Educational Services		723		\$798
Health Care and Social Assistance	1,011	1,013	\$733	\$794
Arts, Entertainment, and Recreation	118	133	\$458	\$457
Accommodation and Food Services	450	474	\$267	\$263
Other Services (Except Public Administration)	296	274	\$553	\$562
Public Administration	739	769	\$761	\$731
Total All Industries	7,673	8,306	\$776 (average)	\$799

Top Industries - Employment and Wages



Montgomery County's Top 25 Largest Employers

Employer

Montgomery County Schools	Paint Production Inc.
Jordan Lumber & Supply Inc.	Montgomery Community College
Nipcam Services of North Carolina	Unilin
Grede Foundry	First Bank
Klaussner Furniture	Ameriqua Aseptic LLC
Southern Correctional Center	Carolina Dairy LLC
Montgomery County	K-M Machine Company
McRae Industries	Carolina Structural Systems
Family First Home Care	Capel Inc.
FirstHealth Montgomery Memorial Hospital	Lancer Furniture
Autumn Care of Biscoe	McConnell Golf LLC
Walmart	McDonald's Restaurants
Troy Lumber	



COUNTY OCCUPATIONAL FORECAST

OCCUPATION	2019 JOBS	2022 JOBS	ANNUAL OPENINGS	MEDIAN EARNINGS
Bookkeeping, Accounting, and Auditing Clerks	88	97	10	\$35,400
Computer user Support Specialists	31	31	**	\$40,200
Heavy and Tractor-Trailer Truck Drivers	152	155	17	\$40,900
HVAC Mechanics and Installers	40	42	5	\$34,600
Automotive Service Technicians and Mechanics	65	64	6	\$28,200
Dental Assistants	15	16	**	\$36,600
Licensed Practical/Vocational Nurses	59	64	6	\$49,200
Emergency Medical Technicians and Paramedics	105	119	11	\$31,800
Dental Hygienists	10	11	**	\$52,800
Career Technical Education Teachers (Secondary)	12	11	**	\$50,500
Registered Nurses	188	204	15	\$58,500
Teacher and Instructors (All Other)	13	12	**	\$29,200
Special Education Teachers (Kindergarten and Elementary)	16	14	**	\$40,900
General and Operations Managers	102	105	9	\$91,000
Secondary School Teachers	68	62	4	\$43,700
Financial Managers	18	18	**	\$93,700
Industrial Engineers	20	20	**	\$79,100
Accountants and Auditors	42	42	4	\$63,600
Business Operations Specialist	27	27	**	\$54,200
Training and Development Specialist	11	11	**	\$45,500
Management Analysts	19	19	**	\$60,100
Human Resources Specialist	25	25	**	\$45,600
Cost Estimator	15	16	**	\$61,400
Managers (All Other)	42	43	3	\$50,800
Medical and Health Services Managers	16	17	**	\$88,800
Industrial Production Managers	26	27	**	\$97,900
Elementary School Teachers	97	88	7	\$45,000

Source: Emsi Labor Market Analytics, 2019

** Insufficient Data

Key
Some College
Postsecondary Award
Associates of Arts
Bachelor's Degree

STAR JOBS PINEHURST-ROCKINGHAM REGION

HIGH SCHOOL DIPLOMA and WORK EXPERIENCE			
STAR RATING	OCCUPATION	MEDIAN HOURLY WAGE	MEDIAN ANNUAL WAGE
5	Chefs and Head Cooks	\$ 34.62	\$ 72,019
5	Electrical Power-Line Installers	\$ 29.37	\$ 61,099
5	Electricians	\$ 18.70	\$ 38,886
5	First-Line Supervisors -Construction Trades	\$ 30.85	\$ 64,178
5	First-Line Supervisors – Landscaping	\$ 26.70	\$ 55,540
5	Food Service Managers	\$ 24.89	\$ 51,776
5	Insurance Sales Agents	\$ 21.24	\$ 44,180
5	Medical Secretaries	\$ 15.83	\$ 32,929
5	Plumbers, Pipefitters, and Steamfitters	\$ 20.08	\$ 41,767
5	Property, Real Estate and Community Association Managers	\$ 35.25	\$ 73,315

Source: NC Department of Commerce Labor & Economic Analysis

POSTSECONDARY TRAINING			
STAR RATING	OCCUPATION	MEDIAN HOURLY WAGE	MEDIAN ANNUAL WAGE
5	Dental Assistants	\$ 17.91	\$ 37,251
5	Heating, Air Conditioning, and Refrigeration Mechanics	\$ 20.25	\$ 42,128
5	Massage Therapists	\$ 29.98	\$ 62,366
5	Medical Assistants	\$ 15.90	\$ 33,074
4	Heavy and Tractor-Trailer Truck Drivers	\$ 18.67	\$ 38,825
4	Licensed Practical Nurse	\$ 21.70	\$ 45,137
4	Medical Records and Health Information Technicians	\$ 16.65	\$ 34,634
4	Phlebotomists	\$ 14.51	\$ 30,183
4	Surgical Technologist	\$ 21.00	\$ 43,677
3	Automotive Service Technicians and Mechanics	\$ 14.67	\$ 30,521

Source: NC Department of Commerce Labor & Economic Analysis

ASSOCIATE DEGREE			
STAR RATING	OCCUPATION	MEDIAN HOURLY WAGE	MEDIAN ANNUAL WAGE
5	Dental Hygienists	\$ 26.55	\$ 55,232
5	Occupational Therapy Assistants	\$ 22.94	\$ 47,722
5	Paralegals and Legal Assistants	\$ 20.70	\$ 43,066
5	Physical Therapists Assistants	\$ 29.24	\$ 60,814
5	Radiologic Technologist	\$ 27.22	\$ 56,627
4	Civil Engineering Technicians	\$ 23.62	\$ 49,129
4	Computer Network Support Specialist	\$ 27.79	\$ 57,802
4	Medical Equipment Repairers	\$ 23.00	\$ 47,844
4	Web Developers	\$ 26.51	\$ 55,148
3	Architectural and Civil Drafters	\$ 21.73	\$ 45,205

Source: NC Department of Commerce Labor & Economic Analysis

BACHELOR'S DEGREE			
STAR RATING	OCCUPATION	MEDIAN HOURLY WAGE	MEDIAN ANNUAL WAGE
5	Accountants and Auditors	\$ 31.61	\$ 65,750
5	Computer and Information Systems Managers	\$ 45.84	\$ 93,354
5	Computer Systems Analysts	\$ 32.80	\$ 68,225
5	Construction Managers	\$ 52.88	\$ 109,983
5	Cost Estimators	\$ 33.59	\$ 69,859
5	Financial Analysts	\$ 35.78	\$ 74,422
5	Financial Managers	\$ 53.12	\$ 116,721
5	General and Operations Managers	\$ 47.62	\$ 99,052
5	Industrial Engineers	\$ 44.21	\$ 91,953
5	Loan Officers	\$ 25.49	\$ 53,014

Source: NC Department of Commerce Labor & Economic Analysis





Facility Master Plan

Montgomery Community College
1011 Page Street
Troy, NC 27371
2023-2024

Revised July 2023

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Mission Statement

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

College Goals

In accomplishing our mission, we commit our resources to serving all students in the successful achievement of their educational goals through the implementation of these college goals:

- GOAL 1:** Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the college's service area and with state, regional, and national standards.
- GOAL 2:** Provide **facilities, technologies**, and information services that enhance student learning.
- GOAL 3:** Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.
- GOAL 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.
- GOAL 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.
- GOAL 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness**.

PLANNING PROCESS

The Montgomery Community College Facility Master Plan is prepared in conjunction with the Five-Year Strategic Planning process. The College Board of Trustees, as documented by board minutes, annually review the Facility Master Plan.

HISTORY

The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, the Governor appointed four additional trustees on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149-acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission on Colleges of the Southern Association of Colleges and Schools affirmed its accreditation.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, December 2004, and again in July 2014, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation that now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs.

In 2009, new construction of a building for the Forest Management Technology program added approximately 6,400 square feet to the campus. Classrooms and labs in Blair Hall (Building 100) formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program.

The MCC Child Development Center was closed in 2009 due to low enrollment. The former day care space was then renovated to provide a larger space for students and was renamed the Outpost.

In March 2016, the voters of North Carolina approved a \$2 billion Connect NC Bond Initiative. Montgomery Community College's share of the bond funds was approximately \$6.3 million. During academic year 2017, renovations to repurpose the Outpost building as MCC's Workforce Development center began. The Continuing Education division and NC Works moved into this space early in academic year 2018.

In 2018, renovations began on Capel Hall (formerly Building 200) and Blair Hall (formerly Building 100). Capel Hall received a roof replacement and the replacement of the heating and air conditioning system. Additionally, the interior of the building was repainted and the President's suite was redesigned to add additional office space. Additionally, work began on Blair Hall, which received a roof replacement. Plans were designed for the replacement of the heating and air conditioning system and a full interior renovation of Blair Hall. Those renovations will be completed in 2020.

In July 2019, construction began on a new Facility Services building. The building was completed in January 2020 and provided 7,150 square footage of additional maintenance facilities.

During 2021, renovations were completed on Blair Hall. These renovations included all restrooms, faculty offices were expanded, and several classrooms were refurbished. A new entrance was constructed for Blair Hall. The outdoor amphitheater was demolished. A new amphitheater with shelter was constructed in its place. Building 500 underwent renovations to open up smaller classrooms into larger training rooms. Between Blair Hall and Building 500, the one-way road was renovated, removing a fenced area and storage buildings to accommodate two-way traffic and additional parking spaces.

During 2022, a Greenhouse and Hoop House were constructed as part of the Agriculture program. In Blair Hall, the old welding lab was demolished and a new Metal Finishing Lab was created for the Gunsmithing Program. The Boardroom Lobby and Boardroom, located in Capel Hall, received renovations that included new carpet, paint, lighting, electrical upgrades, and upgraded IT equipment.

The MCC campus now includes facilities of approximately 182,372 square feet on 153 acres of land.

Montgomery Community College
List of Buildings

Building No.	Building Name	Year of Construction	Estimated Replacement Cost	Last Renovation Cost	When Last Renovation Occurred	Gross Square Foot	Building Cost	Primary Uses	General Condition
100	Blair Hall	1977	\$ 11,666,154	\$100,000 \$111,450 \$2,690,000.00	1998 2017 2020	64,090	\$2,030,246	Classroom and Administration	Satisfactory
200	Capel Hall	1998	\$11,056,193	\$124,560 \$871,900	2017 2018	44,800	\$5,290,000	Classroom, Library and Administration	Satisfactory
300	Pottery Building	1990	\$ 511,215			3,878	\$ 220,000	Classroom and Lab	Satisfactory
400	Maintenance Building	1988	\$ 88,038			1,296	\$ 19,880	Maintenance Workspace	Satisfactory
500	Industrial Training Building	1987	\$ 1,072,520			8,600	\$ 476,200	Classroom and Labs	Satisfactory
600	Forestry Building	2009	\$ 1,060,385			6,378	\$ 812,697	Classrooms and Labs	Satisfactory
700	Facility Services	2019	\$ 495,000			7,150	\$ 495,000	Facility Services	Satisfactory
	First Health	1985				2,320		Classroom and Labs	Satisfactory
	Career Tech Ed	2019				41,700		Classroom and Labs	Satisfactory
	Greenhouse	2022	\$ 350,000			2,160	\$350,000	Labs	Satisfactory
TOTAL			\$26,299,505			182,372	9,694,023		

FACILITY NEEDS

The renovation and construction projects listed below represent current space needs on campus as well as projects that would expand classroom space in the future.

Renovation Construction

- Building 600 – Forestry
 - Expand Restrooms
 - Expand Instructional Areas
- Building 500
 - Expand Classroom Space

New Construction

- Health Sciences Classroom Space

OTHER CAPITAL NEEDS

Intermediate (Present – 5 years)

- Handicap Access Installations
 - Capel Hall (Building 200) One Library Entrance
- Campus Wayfinding
- Building 500 – HVAC upgrade
- Building 300 – roof replacement
- Access Controls- campus wide exterior doors
- Blair Hall- new entrance doors- new window/seals
- Capel Hall- new windows/seals

Long Term (5+ years)

- Building 600 Roof Replacement in 20 years



FACT SHEET 2023-2024

HISTORY

- 1967** Charter issued for Montgomery Technical Institute
- 1968** MTI operates out of a building on Page Street
- 1975** A bond referendum is passed for Building 100/Blair Hall (64,000 sq. ft.) on 149 acres of donated land
- 1983** Name changed to Montgomery Technical College
- 1987** Named changed to Montgomery Community College
- 1992** A bond referendum is passed for Building 200/Capel Hall (44,800 sq. ft.)
- 2009** The Forest Management Technology Building is constructed (6,400 sq. ft.)
- 2009** Conversion of the child care center to The Outpost Student Center
- 2016** Connect NC Bond passed, of which ~ \$6.3 million is MCC's share
- 2017** Began conversion of Outpost Student Center to Workforce Development Center
- 2018** Montgomery County Early College enrolled its first cohort of students (fall 2018)
- 2019** The MCC campus includes facilities of approximately 134,400 sq. feet on 153 acres of land
- 2020** The CTE Building opened for operation in Spring 2020

FINANCIAL SUPPORTS

More than \$1 million in financial aid awarded (2022-2023)
Over \$250,000 in student scholarships awarded (2022-2023)
105 Endowed scholarships

TUITION (2023-2024)

Per credit hour:
In state--\$76.00
Out of state--\$268.00

It costs approximately \$9,025 (in-state) and \$22,375 (out-of-state) to earn an associate degree.

The **Montgomery Scholars Program** offers eligible Montgomery County high school graduate a scholarship to cover tuition and \$250 toward books beginning in the fall

MISSION

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

MONTGOMERY COUNTY

County Population: 25,751 (2020 Certified)
County Area: 491 sq. mi.
Population Density: 56.5
Median Age: 40
Median Household Income: \$44,146

ENROLLMENT

(2022-2023)

Curriculum-1086
Continuing Education-2249

FTE (2022-2023)

Curriculum-811
Continuing Education-254

CREDENTIALS AWARDED

(2022-2023)

162 Degrees
18 Diplomas
250 Certificates

EMPLOYEES (June 2023)

Full-time Faculty- 38
Full-time Staff- 49
Part-time Employees- 94



Programs at MCC

Technical Programs

Air Conditioning, Heating, & Refrigeration	Electrical Systems Technology	Medical Assisting
Associate Degree in Nursing	Facility Maintenance Technology	Medical Office Administration
Automotive Systems Technology	Forest Management Technology	Nurse Aide
Basic Law Enforcement Training	Geographic Information Systems	Office Administration
Business Administration	Gunsmithing	Phlebotomy
Computer Integrated Machining	Human Services Technology	Practical Nursing
Criminal Justice Technology	Hunting and Shooting Sports Management	Public Safety Administration
Culinary Arts	Industrial Systems Technology	Sustainable Agriculture
Dental Assisting	Information Technology	Taxidermy
Early Childhood Education	Mechatronics Engineering Technology	Welding Technology

Work-Based Learning

Corbett Timber Company
Department of Energy
Family First Home Care
Forest Land Resource Consultants PLLC
Jordan Lumber
Mathew's Greenhouse
Mohawk
NC Wildlife Resources Commission
North Carolina Forestry Service
Old South Land & Timber
Oxbow Landscaping
Piedmont Timber
Three Point Center
WHI – Wood Harvest

MCC students participate in live projects benefitting the community by applying what they learn at MCC.

University Transfer

MCC offers transfer programs designed to transfer to the 16 UNC universities and 30 independent colleges and universities in North Carolina.

Some courses and programs are conveniently available online through Distance Learning.

Apprenticeships

Autumn Care of Biscoe
Grede Casting
Jordan Quality Forest Products
McRae Industrial
Mohawk
Montgomery County Schools
PaperWorks
Saputo

Program Highlights

MCC teaches High School Equivalency and English Language Learners classes at no cost!

MCC offers first responder training for EMTs and firefighters.

MCC supports leadership in the community by providing Leadership Montgomery each year.

Economic Impact

2021 Economic Impact Study

- MCC employs 235 employees
- \$8.1 million Operations Spending Impact
- \$971,200 Student Spending Impact
- \$14.4 million Alumni Impact
- \$24.4 million Total Economic Impact
- 2.8% of the Total Gross Regional Product of Montgomery County

Student Support Services

- Library
- Tutoring
- Counseling Services
- Disability Services
- Career Exploration
- Job Search

Montgomery Community College is a state-supported community college with an "open door" policy that serves Montgomery County, NC. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates.

Blaze Your Trail

Summary Sheet of Board Formats

College: Montgomery Community College

- Number of meetings per year - 10 with no meetings in July or December
- Committees - Budget and Finance Committee, Building and Grounds Committee, Personnel Committee, Legislative and Public Relations Committee, Instructional and Student Services Committee, Institutional Status Committee
- Format of committee meetings –
 - Meet monthly
 - Discuss action items
 - Receive monthly updates
- Format of Board meetings –
 - Traditional
- Information presented at Board meetings -
 - **Call to Order, Welcome and Announcements, Prayer, Approval of Agenda, , Board of Ethics Reminder, Board Presentation, Approval of Minutes, Committee Reports** (All committees report on earlier meeting), **SGA Report, President's Report, Chairman's Report, Adjournment**

College: Carteret Community College

- Number of meetings per year - 10 with no meetings in July or December
- Committees - Nominations Committee, Personnel, Policies, and Bylaws Committee, Curriculum/Student Support Committee, Finance Committee, Buildings and Grounds Committee
- Format of committee meetings –
 - Meet as needed
 - Only discuss action items
 - Only present action items to the Board
- Format of Board meetings –
 - Traditional – Committees meet as needed.
- Information presented at Board meetings -
 - **Call to Order, Approval of Agenda, Approval of Minutes, Chair Report, New Employees, Presentations, Old Business, New Business, Committee Reports** (Only Committees with action items), **Other Reports** (Foundation Liaison, President's and Executive Leadership Council Reports, SGA Report), **Board Comments, Adjournment**

College: Halifax Community College

- Number of meetings per year - 10 with no meetings in July or December
- Committees - Building, Grounds and Finance Committee; Personnel and Student Services; Academic Committee
- Format of committee meetings -
 - Meet as needed
 - Only discuss action items
 - Only present action items to the Board
- Format of Board meetings - Traditional with consent agenda, committees meet as
- Information presented at Board meetings -
 - **Call to Order, Trustee Attendance, Invocation, Adoption of the Agenda, Ethics Awareness & Conflict of Interest Reminder and Ethics Statement, Introduction of Visitors and New Employees, TRUSTEE BUSINESS – Consent Agenda, Committee Reports (Only Committees with action items), Chairmans' Comments/Announcements, President's Report**

College: Central Carolina Community College

- Number of meetings per year - 5 (February, April, June, September, November) (Note: a minimum of 6 meetings per year is now required by General Statute)
- Committees - Student & Academic Support Services, Program Committee, Personnel Committee, Finance Committee, Building & Grounds Committee
- Format of committee meetings - Meet monthly with or without action items
- Format of Board meetings -
- Information presented at Board meetings
 - **Recognition of Guests, Ethics Statement, Mission Statement of the College, Approval of Consent Agenda – CONSENT AGENDA – Minutes, Personnel Committee, Finance Committee, Building and Grounds Committee, Program Committee, Curriculum Committee, Student and Academic Support Committee; For Full Board Consideration and Deliberation – Personnel Committee, Finance Committee, Building and Grounds Committee, Program Committee, Student and Academic Support Services Committee; Foundation Update, Other Items, Comments by President**

TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, November 9, 2022, at 9:00 AM, Historic Camp Glenn Building

AGENDA		
I.	* CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.	FOUNDATION CHECK PRESENTATION A. Morehead City-Lookout Rotary Club,	Chair Darden
III.	* APPROVAL OF AGENDA	Chair Darden
IV.	* APPROVAL OF MINUTES (October 12, 2022 Attachment 1 ; October 4, 2022 Curriculum/Student Support Attachment 2)	Chair Darden
V.	CHAIR REPORT	Chair Darden
VI.	NEW EMPLOYEES A. Curtis Gillikin, Network & Security Administrator B. Vicky Brannon, TRIO Office Manager C. Nicole Rasmussen, Nursing Instructor	Chair Darden Mr. Matt Banko Dr. Tracy Mancini
VII.	PRESENTATIONS A. Apprenticeship Program	Chair Darden Mr. Jerome Shepard
VIII.	* OLD BUSINESS A. Policies for Review-Second Read (Attachments 3 , 4)	Chair Darden Dr. Tracy Mancini
IX.	NEW BUSINESS A. Vote to cancel or keep December 14, 2022 Board Meeting	Chair Darden
X.	COMMITTEE REPORTS * A. Personnel, Policies, and Bylaws Committee 1. Revisions to BOT Bylaws	Chair Darden Trustee Jenkins
XI.	OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 5 , 6 , 7 , 8 , 9 , 10 , 11 , 12 , 13 , 14 , 15) C. Student Government Association Report	Chair Darden Trustee Jenkins Dr. Tracy Mancini Mr. Anthony Pile
XII.	BOARD COMMENTS	Chair Darden/Trustees
XIII.	* CLOSED SESSION in accordance to N.C. GS 143.318.11 (a)(5) and approval of Closed Session Minutes (October 12, 2022 and October 31, 2022)	Chair Darden
XIII.	* ADJOURNMENT	Chair Darden

* Indicates Item for Action
Optional Tour to MAPS following meeting

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
	Escoffier Dinner Series	See link	Hospitality & Culinary Arts Center
November 24 & 25, 2022	Thanksgiving Break		
November 26, 2022	Small Business Center Holiday Market & Street Fair	3:00-8:00pm	McGee Parking Lot
December 20-26, 2022	Christmas Break		



BOARD OF TRUSTEES
REGULAR MEETING
AGENDA

In-Person/Virtual

Date - Time

Call to Order..... Chairman Name

Trustees AttendanceChairman Last Name

Invocation.....Vice Chairman Name

Adoption of the AgendaChairman Last Name

Ethics Awareness & Conflict of Interest Reminder

& Ethic Statement.....Chairman Last Name

"Each member of this board of trustees (except the student representative) is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even the appearance of conflicts of interest. Does any member of this board know of an actual conflict of interest or appearance of a conflict of interest that exists with regard to any matter coming before this board?"

Introduction of Visitors and New Employees

Trustee Business.....Chairman Last Name

I. Consent Agenda

A. Approval of the Date Meeting Minutes

II. Committee Reports

A. Buildings, Grounds, & Finance Committee

1. Action Item(s):

- a.
- b.
- c.
- d.
- e.

2. Information Item(s)

- a.
- b.

B. Personnel & Student Services Committee

1. Action Item(s):

- a.
- b.

C. Academic Committee

1. Action Item(s):

- a.
- b.
- c.
- d.

II. Chairman's Comments/Announcements

- A.
- B.
- C.
- D.

III. President's Report –President Name

- A.
- B.
- C.

IV. Approval of the President's Report

V. Questions/Announcements

- A.

VI. Adjournment

***Central Carolina Community College
Board of Trustees
Agenda
February 9, 2022***

Recognition of Guests

Ethics Statement

Mission Statement of the College

Approval of Consent Agenda

Consent Agenda

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting; December 13, 2021

Personnel Committee

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Receive Attrition Report
4. Receive Turnover Report
5. Approve Revised 2022/23 Holiday Calendar

Finance Committee

1. Approve State Budget Financial Reports
2. Approve Lee County Budget Financial Reports
3. Approve Chatham County Budget Financial Reports
4. Approve Harnett County Budget Financial Reports
5. Approve Investment Asset Account Report
6. Approve Civic Center Budget Report
7. Approve For Good of School Budget Report

Building and Grounds Committee

1. Receive update on minor construction projects
2. Approve Final Close Out 3-1 Bioprocessing Lab Upfit
3. Approve Initial 3-1 Mirellio Roof Replacement
4. Approve 3-1 Chatham Building 42 Roof

Program Committee

No Agenda Items

Student & Academic Support Committee

Grants Report

Approve In Progress: Grants & Strategic Initiatives

Foundation Report

Receive Revenue Report

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Human Resources Updates

Finance Committee

No Agenda Items

Building and Grounds Committee

1. Approve Draft Master Facility Plan

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

Foundation Update

Other Items

Comments by President

MCC BOT Bylaws (Committees)	Committee Duties (From Bylaws)	Evidence Provided	General Statute/State Board Code	MCC Policy/Bylaws	SACS COC Standards	NCACCT Trustee Manual
Building and Grounds	Conduct surveys on sites, buildings and grounds	Facilities/Construction Report				Property acquisition and disposition
	Recommend campus planner and architect to the board	3-3 for New Construction Projects (Action)				
	Recommend inclusion in all planning architectural and construction contracts	3-3 for New Construction Projects (Action) / Project Closureds (Action)	Comply with design and construction requirements regarding energy and water in Energy Efficient Buildings			
	Recommend campus plan and architectural plans for all construction	Master Facility Plan / 3-3 for New Construction Projects (Action)				
	Make recommendations regarding immediate and long-range buildings and facility's needs	Master Facility Plan				
	Suggest the call for bids on construction	3-3 for New Construction Projects (Action) / Repairs and Renovations over \$*** (Action)				
	Make recommendations regarding plans and programs of maintenance of campus	Facilities/Construction Report				
	Recommend insurance coverage of building and their contents	N/A (Risk)				Purchase liability and fire insurance
	Recommend the securing or granting of easements and rights-of-way	Facilities/Construction Report	Purchase any land, easement, or right-of-way / Enter lease, purchase, and installment purchase contracts for equipment and property	Policy 3.1 Powers and Duties - Purchase all land required		Hold title to land and building, and establish capital projects / Enter lease/purchase contracts for equipment of real property
		Security Incident Report		Policy 2.1.5 - Campus Security Reporting		
Finance	Receive, study, and recommend the president's recommended budgets for operations and capital outlay	2-1 Budget Packet (Action) / Budget Requests (Action)	Enter lease, purchase, and installment purchase contracts for equipment and property	Adopt and recommend current expense and capital outlay budgets	4.1b O The board exercises fiduciary oversight of the institution	Establish campus law enforcement orgs and traffic regulations
	Receive, study, and take appropriate action on any special or unusual expenditures recommended	Budget Cancells (Action)/Equipment Transfers (Action)/Write-offs (Action)	Enter public/private partnership / Enter loan agreements under the Energy Improvement Loan Program			Prohibit Tobacco use in buildings, grounds and events
	Receive, study, and take appropriate action regarding reports on the budget, purchasing and accounting functions	Monthly Financial Reports (Action)				Enter energy saving contracts and/or loan agreements for energy improvements
	Recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, and grants and donations	In kind Donation Transfer (Action)/Grants update	Allow personnel or facilities, in support of private business enterprises on campus		4.3 Ensures the institution clearly defines the following areas within its governance structure: (b) fiscal stability.	Prepare, amend, submit and approve a budget that includes State, local, and institutional funds / Invest the cash and designate an official depository
	Recommend Board policies and decisions regarding investment of any surplus or restricted monies	Monthly Financial Reports (Action)				
	Represent the Board before agencies regarding the securing of adequate financial support	N/A (No Such Action To Date)				Apply for and accept grants and contracts from the Federal Government
	Recommend a local budget for current expense of the college	County Budget Request (Action)				
	Recommend that issuance of bonds or notes	N/A (No Such Action To Date)				
	Recommend the Board policy to govern the receipt, security depositing, accounting, all trust and non-trust funds	N/A (No Such Action To Date)				
	Recommend appropriate bonding public governing college employees (Statute has changed to allow insurance)	N/A (No Such Action To Date)				
Personnel	Approve the transfer of local funds within line items in the budget	Monthly Financial Reports (Action)				
	Receive and examine the audit of College books	Audit Letters (State Auditors, etc.)				
	Study the general cost effectiveness of MCC operations	Monthly Financial Reports (Action)				
	Serve as liaison between the Board of Trustees of MCC and MCC Foundation, Inc	Foundation Update (Donor Contribution Updates, Event Report, New Board members)	Receive and accept private donations	Receive and accept private donations		
	Review and approve new financial assistance programs for curriculum students	Foundation Update (Donor Contribution Updates, Event Report, New Board members)				
	Recommend including salary determination, employment, and termination procedures	Personnel Policies	Employ personnel	Employ Personnel		
	Receive from the President notice of new hires and the dismissal, resignation or retirement of employees	New Hires, Resignations, and Retirements	Employ personnel			Employ Personnel
	Receive from the President recommendations of establishment of new employee positions	New Positions (Action)				
	Serve as a committee to hear personnel with written requests for a hearing	As needed	Provide all or part of the institutional services			
	Approve out-of-state travel for the President	Evaluation of the President	Employ President	Employ President / Approve out-of-state trips for the President	4.2c The governing board selects and regularly evaluates the institution's chief executive officer.	Employ President
Legislative/Public Relations Committee	Monitor Enrollment Trends at the College (Possible New Item)	Enrollment Report (Annual Meeting)				
	Promote activities with local, state and national legislative officials	Public Relations/Marketing Update / Legislative Day				
	Evaluate the effectiveness of the College's legislative activities	Legislative Update / System Legislative Request				
	Work with employees in Public Relations to promote a understanding between the community and the college	Public Relations/Marketing Update				
	Make recommendations to the Board of Trustees regarding public relations programs	Public Relations/Marketing Update				
	Review the effectiveness of the College's public relations	Public Relations/Marketing Update				
	Aid in the economic development to Montgomery County	N/A (No Such Action To Date)				
	Receive recommendations from the President for establishing and terminating curriculums	Instructor/SS Updates / New Program Approvals (Action) / Program Terminations (Action) / Academic Calendar (Action)	May provide office equipment, supplies, and other related resources / Apply the standards and requirements for admission and graduation	Establish or discontinue programs of instruction / Provide all or part of the instructional services for the college		Collaboration with local school administrative units for delivery off college-level instruction
	Aid the President in establishing Advisory Committees	Program needs for the community (From CLSAs, Advisory Boards, etc.)				
	Recommend to the Budget and Finance Committee the cost of curriculums and programs	Student Fee Chart (Action) / New Program Approvals (Action) / Program Terminations (Action)				Set and retain Campus specific fees
Curriculum & Student Services	Be responsible of insuring the equipment at MCC is adequate	New Program Approvals (Action) / Program Terminations (Action)				Application of standards and requirements for admission and graduation
	Establish and recommend requirements for special admission criteria for curriculum programs	New Program Approvals (Action) / Student Fee Chart	Provide access to military recruiters	Apply the standards and requirements for admission and graduation		Establishment of nonprofit corporations to support the institution and authority to enter public/private partnerships
	Concern and action when necessary regarding student extracurricular activities and problems	Student Incident Reports (Title IX, Criminal Reports, OCR Complaints, etc.)				Contract with public or private entities for instructional services
		Award Winners (Academic Excellence, Student Excellence, Leadership, etc.)				Perform appropriate actions needed to maintain operation of the institution
		Class Visitation Report				
		Advisory Programs Meeting				
		Peeking Allocations and Reports				
		Audit Letters (ITE Compliance Audit, etc.)				
		Strategic Plan (Plan, Plan Updates, Timeline, Board Goals, etc.) / Annual Report / SACSCOC Status Reports			2.1 & 4.2a - Institution has a published mission statement specific to the institution	Exercises oversight of the institution / Ensures the regular review of the institution's mission
	Annually Review and evaluate the annual report from the President	Strategic Plan (Plan, Plan Updates, Timeline, Board Goals, etc.) / Annual Report / SACSCOC Status Reports				
Institutional Status	Recommend the College be accredited by Southern Association of Colleges and Schools	Special Program Accreditations	Each college will operate under the direction of the Board of Trustees / Power and Authorities are delegated to the board of trustees			
	Recommend the College be licensed by the appropriate licensing agencies	Board Self Evaluation / Board of Trustee DARS / Bylaws Revisions (Action) / Policy Manual Changes (Action)		Voted to exercise the power and duties as proscribed in Ch 1150 / Insure the functions of the college are helpful and feasible	4.2a The governing board has appropriate and fair processes for the dismissal of a board member.	has appropriate and fair processes for the dismissal of board members / Approve college policies / Defines and regularly evaluates its responsibilities and expectations
	Recommend the continuous updating of the By-Laws of the Board	Policy Manual Changes (Action)	Perform appropriate actions needed to maintain operation of the institution			
	Coordinate accreditation activities between staff and Board of Trustees	Retreat planning				
	Be spokesperson regarding accreditation procedures	Retreat planning				
	Review and evaluate required College planning documents (idea for a new item)	IF Plan / Business Continuity Plan / Emergency Action plan / Feedback				
	Regularly evaluates adherence to General Statute (idea for a new item)	Student, Employee, Satisfaction Survey (Key Themes)			4.2g The governing board defines and regularly evaluates its responsibilities and expectations. / 4.2d The governing board defines and addresses potential conflict of interest for its members. / 4.2f The governing board protects the institution from undue influence by external persons or bodies. / 4.1a - Is the legal body with authority over the institution / Exercises oversight of the institution / 4.1c - Ensures that officers and voting members are free of any interest in the institution / 4.1d - Is not controlled by a minority of the board or by outside organizations / 4.1a - is not presided over by the chief executive officer of the institution	Is the legal body with specific authority over the institution / Ensures that officers and voting members of any interest in the institution / Is not controlled by a minority of the board or by outside organizations / Ensures a clear and appropriate distinction between policy-making functions and the responsibility of the administration and faculty to administer the policy / Protects the institution from influences by external persons and bodies

**Montgomery Community
College Board of Trustees -
June 14 2023 Agenda**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, June 14, 2023 at 7:00 PM in the Board of Trustees Boardroom in Capel Hall. **Committee meetings will begin at 5:30 p.m.**

1. Call to Order - Claudia Bulthuis, Chairman

2. Welcome and Announcements - Claudia Bulthuis

3. Prayer - Claudia Bulthuis

4. Approval of Agenda- (Action) - Claudia Bulthuis

5. Board of Ethics Reminder - Claudia Bulthuis

- 5.1 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.

6. Board Presentation - Gunsmithing, Mark Dye

7. Approval of Board Minutes - Claudia Bulthuis

- 7.1 Board meeting Minutes May, 2023

[Board of Trustees - May 10 2023 - Minutes - Pdf.pdf](#) 







8. Finance and Facilities Committee -, Committee Chairman

- 8.1 Monthly Financial Report (Action)




[April2023FinancialReport.pdf](#) 

- 8.2 In-Kind Contribution Transfers (ACTION)
[Jordan Innovative Fabrication TRANSFER 2023.pdf](#)
[Chesson TRANSFER to Gunsmithing 2023.pdf](#)
- 8.3 Forestry Road Repairs (Action)
[Forestry Road Repair - June 2023 Bd Report.pdf](#)
- 8.4 3-1 Campus Wide Security Upgrades (Action)
[3-1 Project 278 Campus Wide Security Upgrades.pdf](#)

9. Personnel Committee - Phil Absher, Committee Chairman

- 9.1 2023-24 Blanket Travel Authorization (Action)
[Blanket Travel Authorization 2023-24.pdf](#)
- 9.2 New Faculty Positions (Action)
[MCC Organizational Chart 2023-04-12.pdf](#)
[JD_FT Instructor, Early Childhood Education, 9 Month.pdf](#)
[JD_FT Instructor, Humanities, 9 Month.pdf](#)
[JD_FT Instructor, Psychology, 9 Month.pdf](#)
- 9.3 Policy 3.2.5 Annual Leave Revision - First Reading
[Policy 3-2-5.docx](#)

10. Curriculum and Student Services Committee - Bill Price, Committee Chairman

- 10.1 2023-24 Fee Chart Update (Action)
[Student Fees 2023-2024.docx](#)
- 10.2 Curriculum Program Termination (Action)
[Termination Form - A5538A.doc](#)
- 10.3 Truck Driving Articulation Agreement (Action)
[Level III Truck Driving with Richmond CC.pdf](#)

11. Legislative and Institutional Status Committee -, Committee Chairman

11.1 Policy 2.1.3 Weapons on Campus - First Reading

[Policy 2.1.3 Weapons on Campus](#) 

11.2 Policy 5.3.2 Student Code of Conduct - Possession of Weapons- First Reading

[Policy 5.3.2 Student Code of Conduct - Possession of Weapons](#) 

12. SGA Report

No Report

13. President's Report - Dr. Chad Bledsoe

13.1 President's Report

[President's Report.docx](#) 

Employee Appointments/Separations

13.2 Executive Leadership Reports

- VP of Administration
- VP of Instruction and Student Services
- Director of Resource Development
- Director of Marketing and Public Relations
- Director of Institutional Effectiveness/SACSCOC Liaison

13.3 Business Continuity Plan

14. Chairman's Report - Claudia Bulthuis

14.1 Calendar of Events

[Calendar of Events - June.pdf](#) 

14.2 2023 Board Self Evaluation Results

[Board Self Evaluation 2023.pdf](#) 

14.3 Board of Trustees Reappointment Letters Trustees Seeking Reappointment

- [Mrs. Claudia Bulthuis](#) 

- Mrs. Kerry Hensley
- Dr. Katie Dunlap

14.4 Habitat Shed Construction Project

[Habitat Thank You Email.pdf](#) 

15. Adjourn - (Action) - Claudia Bulthuis

MONTGOMERY COMMUNITY COLLEGE

BOARD OF TRUSTEES

BY-LAWS

Revised May 6, 2020

Comments in red reference changes recommended by Campbell Shatley Attorney's.

Comments in blue reference changes recommended by college.

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES BY-LAWS
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Board of Trustees By-
Laws

ARTICLE 1

Responsibility and

Membership

Section 1. Jurisdiction and Responsibility

1. The Board of Trustees of Montgomery Community College is a body corporate established by ~~an~~ act of the North Carolina General Assembly (~~Chapter 115-A, General Statutes of North Carolina~~) and it possesses all the powers of a body corporate for the purposes by or that may exist under provisions of the law.
2. The Board of Trustees ~~is responsible~~ ~~has responsibility~~ for the development and operation of the college in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
3. The official title of the Board of Trustees, and the corporate name of the college, shall be "The Board of Trustees of Montgomery Community College."
4. ~~Under the law, the~~The Board of Trustees shall hold title to all real and personal property donated to the college or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

1. The Board shall consist of thirteen ~~members-trustees~~ in four groups. The four trustees in Group One shall be appointed by the Montgomery County Board of Education. The four trustees in Group Two shall be appointed by the Board of County Commissioners of Montgomery County. The four trustees in Group Three shall be appointed by the Governor. The one trustee in Group Four shall be the president of the ~~student government~~ and will be an ex officio nonvoting member of the Board of Trustees.
2. The terms of the members of the Board shall be four years. All terms shall commence on July 1 of the appointment year. Each appointing agency shall have an appointment expiring each June 30.
- 2.3. Pursuant to N.C. General Statute § 115-19(b), the Board may declare vacant the office of a member who does not attend three (3) consecutive, scheduled regular

Commented [DS1]: This language is fine so long as the college uses the term "student government."

meetings without justifiable excuse.

4. The Board may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of initial appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees.
5. Vacancies occurring in any group, for whatever reason, shall be filled for the remainder of the unexpired term by the agency or agencies authorized to select the trustees of the group and in the manner in which regular selections are made. The Board's Secretary shall make this report with a request for the appointment of a replacement. Should the selection of a trustee not be made by the agency having the authority to do so within 60 days after the date on which a vacancy occurs, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.
6. Individual members of the Board of Trustees may be removed by the Board of Trustees for cause pursuant to G.S. 115-D-19. Should the State Board of Community Colleges have sufficient evidence that any trustee is not capable of discharging, or is not discharging, the duties of his/her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the Chairman, unless the Chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two thirds of all members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of the Board to hold a hearing as provided herein upon evidence known or presented to it, regardless if the Board received notice from the State Board of Community Colleges.
7. No person who has been employed full time by Montgomery Community College within the prior five years and no spouse or child of a person currently employed full time by Montgomery Community College shall serve on the Board of Trustees.

Commented [DS2]: This change is not absolutely necessary, but it is in the statute dealing with vacancies.

Section 3. Office of Record

The Board's ~~shall maintain its~~ office of record ~~in shall be~~ Montgomery Community College, [1011 Page Street, Troy, NC 27371](#), ~~and the secretary of the Board shall reside in Montgomery County.~~

Commented [DS3]: Not sure this last part is necessary or relevant. Most of your members will reside in the county.

This entire section could be deleted. If you want to keep it in, I suggest adding the College's address.

ARTICLE 2

Officers and Their

Duties Section 1. Election and Term of Office

1. The corporate officers of the Board of Trustees shall be elected at the first regular meeting following the 30th day of June.
2. The Chair~~man~~, Vice-Chair~~man~~, and Secretary shall be elected by the Board of Trustees from its membership.
3. ~~The Secretary shall be elected by the Board.~~ The Chair~~man~~, Vice-Chair~~man~~, and the Secretary shall be elected for a period of one year, and shall be eligible for re-election by the Board. The President of the College shall be employed by the Board and shall serve as the executive officer of the Board. ~~and he/she shall serve on appointment by and at the pleasure of the Board.~~

Section 2. The Chair~~man~~ of the Board of Trustees

The Chair~~man~~ shall appoint the members of and serve as an ex-officio voting member of all committees of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated to him/her by the Board.

Section 3. The Vice-Chair~~man~~ of the Board of Trustees

The Vice-Chair~~man~~ of the Board shall preside in the absence of the Chair~~man~~, perform all duties of the Chair~~man~~ with full authority during the absence or disability of the Chair~~man~~, and shall discharge any other functions delegated to him/her by the Board.

Section 4. The Secretary of the Board of Trustees

1. Upon the recommendation of the Chairman of the Board, the Board shall elect a Secretary.
2. The Board of Trustees designates the ~~Assistant to the President~~ Executive Assistant to the President and Assistant to the Board of Trustees as the corresponding secretary. The corresponding secretary aids the Board secretary in the performance of duties.
3. The Secretary shall:
 - a) Keep an accurate record of the proceedings of the Board.
 - b) Have custody of all official records and documents of the Board.

Commented [DS4]: I suggest deleting "at the pleasure of the Board," The College probably employs the President via a multi-year contract. If this is true, then he may not actually serve "at the pleasure" since the Board cannot terminate the contract except for the reasons provided in the contract.

- c) Prepare and maintain an indexed compilation of all by-laws and amendments thereto, a copy of all policies, procedures, and Regulations of the Board and all amendments thereto.
 - d) Issue, upon direction by the Chair~~man~~, notice of all meetings of the Board to members of the Board and to the President of the College.
4. The Board may designate a corresponding secretary. The corresponding secretary will aid the Secretary in the performance of duties.

Section 5. ~~The President of the College~~

Commented [D55]: Since the President is not an officer of the Board, this section should come under Section 6

1. ~~The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of high quality in accordance with State law and regulations and sound public educational theory and practice.~~
2. ~~The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.~~
3. ~~The President shall be responsible for all administrative and managerial aspects of the development and operation of the college.~~
4. ~~The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.~~
5. ~~The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interests of the citizens of Montgomery County and The State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.~~
 - a)
 - b) ~~Organized curricula for the preparation of technicians.~~
 - c) ~~Courses and curricula in vocational, trade and technical specialty areas.~~
 - d) ~~Courses and programs in general adult education.~~
6. ~~The President shall appoint lay advisory committees for particular programs of the College where needed.~~
7. ~~The President shall advise all committees at the request of the Chairman of the Committee.~~
8. ~~The President shall advise the Board on the financial and budgetary needs of the College.~~
9. ~~The President shall discharge any other functions which the Board may delegate to him/her.~~

ARTICLE 3

Powers and Duties of the Board of

Trustees Section 1. The Board of Trustees shall:

Option 1: Keep this statement, and link to General Statutes and State Board Code.
Delete the remaining bullets.

The powers, duties and responsibilities of the Board of Trustees shall be congruent with those specified in Chapter 115-D of the General Statutes of North Carolina and the State Board Code of the North Carolina Community College System.

Option 2:

The powers, duties, and responsibilities of the Board of Trustees shall be congruent with those specified in Chapter 115-D of the General Statutes of North Carolina and shall include the following:

1. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for employment of the personnel required for the operation of the College upon nomination by the President, subject to standards established by the State Board of Community Colleges. The Board may delegate the authority of hiring all other or certain personnel to the President.
3. Purchase or receive all land required for the college site and right-of-ways which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges; and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 23, Chapter 40A, of the General Statutes. For the purpose of condemnation, the determination of the Board as to the location and amount of land to be taken and the necessity therefore, shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
5. Receive and accept private donations, gifts, bequests, and the like and to apply them or invest any of them and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of State Law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the college by contracting with other public or private educational agencies of the State, according to regulations and standards adopted by the State Board of Community

Commented [DS6]: This addition is in the general statute and allows the Board to delegate hiring authority of all or certain employees to the President without Board approval. Such delegation would take action through Board policy.

- Colleges.
7. Establish or discontinue programs of instruction within the college.
 8. Require the execution of such studies and take such steps as necessary to ~~insure~~ensure that the functions of the College are always those, which are most helpful and feasible in light of the resources available to the College.
 9. Adopt and recommend current expense and capital outlay budgets.
 10. Approve out-of-state trips for the President.
 11. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations and by-laws for government and operation of the College under the law and for the discipline of students.
 12. Perform a biennial (every two years) self-evaluation to review the functioning, strengths, and concerns of the Board and to determine where improvements may be needed.
 - 12.13. To exercise those other powers and duties proscribed the General Statutes and the State Board of Community Colleges.

Commented [D57]: See note below. This is listed here and as the function of one of the committees. Should delete in one or both places.

ARTICLE 4

Committees

Section 1. Types of Committees and Method of

Appointment

The Board may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the College's welfare. The Chair~~man~~ shall appoint the members of all committees.

Section 2. Limitation of Authority of Committees

If the Board, in regular or special meeting, authorizes a committee to act~~ion~~ on a matter referred to it, the chair~~man~~ of the committee shall report within a reasonable time to the board the action taken and the action of the committee shall be deemed concluded; otherwise, committee action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.

Section 3. Authority of Committees

All committees shall have other functions, regular and special, as the Board may authorize.

Section 4. Buildings and Grounds Committee

The Buildings and Grounds Committee shall consist of four to six members of the Board, and the Chair~~man~~ of the Board shall serve as ex officio, ~~voting member with voting privileges~~. The Committee shall meet as necessary to discharge its functions and to accomplish any special tasks assigned to it by the Board. The Committee shall have the following regular functions:

1. To carry out, or require to be carried out, studies relating to sites, building, and grounds.
2. To recommend to the Board, after consultation with the President, the College's campus planner and architect.
3. To recommend for inclusion in all planning architectural, and construction contracts all appropriate provisions for the protection of the interests of the College.
4. To recommend to the Board, after consultation with the President, ~~a long-range campus plan~~ Facility Master Plan and architectural plans for all construction.
5. To make recommendations to the Board after consulting with the

Commented [DS8]: The College has a lot of standing committees, which is certainly fine. I just want to make sure that all the committees are functioning. If the College is not utilizing one or more of the committees, the particular should be deleted from the by-laws.

One committee that is not listed is an Executive Committee. I am unsure if your Board meets monthly or every other month, but an executive committee can be a good vehicle to take care of small items of business and to be a sounding board for the President in between board meetings.

President, regarding the immediate and long-range buildings and facilities needs of the College.

6. To recommend to the Board the call for bids on College construction and the awarding of contracts [for renovations in excess of \\$xx,xxx.](#)

7. To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property and regarding the beautification of the campus.
8. To recommend to the Board adequate insurance coverage of buildings and their contents, and for other facilities.
9. To recommend to the Board of Trustees the securing or granting of easements and rights-of-ways.

Section 5. Budget and Finance Committee

The Budget and Finance Committee shall consist of four to six members of the Board of Trustees, and the Chair~~man~~ of the board of Trustees who shall serve as ex officio, voting member ~~with voting privileges~~. The Budget and Finance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To make recommendations to the Board regarding the fiscal policies of the College.
2. To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President's recommended budgets for current operations and capital outlay.
3. To receive, study, and take such action as it deems appropriate, any special or unusual expenditures of any type recommended by the President.
4. To receive, study, and take such action as it deems appropriate on any reports on the budget, purchasing and accounting functions required by it of, or presented to it by, the President.
5. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, and grants and donations, the care of all College securities, and regarding contracts for instructional or research services or other purposes with private or governmental firms, persons, or agencies.
6. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
7. To represent the Board before the Board of County Commissioners, the Legislature, the State Board of Community Colleges, the North Carolina Community College System, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay.
8. To recommend to the Board a local budget for current expense of the College.
9. ~~To recommend to the Board that issuance of bonds or notes be effected and recommend that special taxes be levied for the purpose of meeting payments of principal and interest on such bonds and notes, when the capital outlay requirements of the College make such action necessary.~~

Commented [DS9]: The College does not have authority to levy a tax or issue a bond/note. Only the county can do that on the College's behalf.

10.9. To recommend to the Board policy to govern the receipt, security depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and the State Board of Community Colleges' regulations.

- ~~11.10.~~ To recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
- ~~12.11.~~ ~~To approve, on the recommendation of the President, the transfer of local funds within line items in the budget.~~
- ~~13.12.~~ To receive and examine the audit of the College books and make such recommendations to the Board as it may deem necessary.
- ~~14.13.~~ From time to time, it shall be the Budget and Finance Committee's responsibility at their discretion, to study the general cost effectiveness of various Montgomery Community College operations, to insure that monies expended at Montgomery Community College are expended in an efficient manner, and to develop those policy recommendations which from time to time may be discovered to further increase the general cost effectiveness of the College.
- ~~15.14.~~ To serve as liaison between the Board of Trustees of Montgomery Community College and Montgomery Community College Foundation, Inc.
- ~~16.15.~~ Review and approve new financial assistance programs for curriculum students upon recommendation of the College's Curriculum & Student Services Committee and the President.

Commented [DS10]: Not sure if you still do this or the trustees allow the President to make smaller transfers between line times. Should consider deleting.

Section 6. Personnel Committee

The Personnel Committee shall consist of four to six members of the Board of Trustees and the Chair~~man~~ of the Board of Trustees who shall serve as ex officio, ~~voting~~ member ~~with voting privileges~~. The Personnel Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions.

1. To recommend to the Board personnel policies, including salary determination, employment procedures, and termination procedures.
The following may be considered:
 - a) ~~Those personnel p~~Policies ~~that, which~~ will maximize quality instruction for the students at Montgomery Community College.
 - b) ~~Those p~~Policies ~~which tend to~~that will constantly improve the quality of staff and faculty by both hiring practices and internal self-improvement programs.
 - c) ~~Those p~~Policies ~~that, which~~ will ensure that Montgomery Community College is truly an "Equal Opportunity" employer.
 - d) ~~Those policies which will bring to the attention of the President persons in the Montgomery Community College community who are especially well qualified to serve Montgomery Community College in a professional capacity.~~
 - d) ~~Those p~~Policies ~~which that~~ foster "esprit de corps", a sense of "fair play", ~~the improvement of employee morale~~ and a general sense of well-being among the staff and faculty of Montgomery Community

Commented [DS11]: I am somewhat unsure what this means.

- College.
- e) Policies regarding the process for termination, discipline, reduction in force, and non-renewal of employees.
 2. To receive from the President notification of the employment of new hires; and the dismissal, resignation or retirement of employees. To communicate this notification to the Board.
 3. To receive from the President recommendations for the establishment of new employee positions. To act up on these recommendations and forward this action to the Board.
 4. To serve as a committee to hear personnel who have made written requests for a hearing, in accordance with the Board's policies. to this committee through the President.
 5. Approve out-of-state travel for the President.

Commented [DS12]: This is listed as a duty of the full board as well. It should not be in both lists and we may want to consider deleting from both.

Section 7. Legislative/Public Relations Committee

The Legislative/Public Relations Committee shall consist of four to six members of the Board of Trustees and the Chair~~man~~ of the Board of Trustees who shall serve as ex officio, voting member ~~with voting privileges~~. The Legislative/Public Relations Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To promote activities with local, state and national legislative officials, coordinating activities to keep said officials informed about the college, its needs and its activities.
2. To evaluate the effectiveness of the College's legislative activities and make specific recommendations.
3. To work with those employed in ~~P~~public ~~R~~relations, to promote a total understanding between the community and the college.
4. To make specific recommendations to the Board of Trustees regarding public relations programs.
5. To evaluate the effectiveness of the College's public relations and make specific recommendations.
6. To work with the College and the community to aid in the economic development of Montgomery County.

Section 8. Curriculum & Student Services Committee

The Curriculum & Student Services Committee shall consist of four to six members of the Board of Trustees and the Chair~~man~~ of the Board of Trustees who shall serve as ex officio, voting member ~~with voting privileges~~. The Curriculum and Student Services Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To receive recommendations from the President for establishing and

terminating curriculums. To evaluate these recommendations and report to the Board of Trustees.

2. To aid the President in establishing Advisory Committees.
 3. To recommend to the Budget and Finance Committee the cost of proposed curriculums and programs.
 4. To have the responsibility of insuring that the equipment at Montgomery Community College is adequate for the operation and that equipment on hand for educational purposes represent the best and latest models available for such purposes insofar as permitted by budgetary requirements.
 5. Establish and recommend requirements for special admission criteria for curriculum programs (i.e. those not stipulated by the North Carolina Community College System).
-

6. Concern and action when necessary regarding student extracurricular activities and problems.
7. To serve as a committee to hear students who have made written requests for a hearing, in accordance with the Board's policies.

Section 9. Institutional Status Committee

The Institutional Status Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio, voting member ~~with voting privileges~~. The Institutional Status Committee shall, subject to applicable standards of the State Board of Community Colleges have the following regular functions.

1. To annually receive and evaluate the annual report from the President.
2. To recommend to the Board the necessary activities for the College to be accredited by Southern Association of Colleges and Schools Commission of Colleges, or other appropriate accreditation organization.
3. To recommend to the Board the necessary activities for the College to be licensed by the appropriate licensing agencies.
4. To recommend to the Board the continuous updating of the By-Laws of the Board, including the responsibilities of the Committee.
5. To coordinate accreditation activities between the staff and Board of Trustees.
6. To be spokesperson regarding accreditation procedures to the Board and to develop public information activities in operation with the Public Relations Committee to insure that the public is made aware of both the value and the status of accreditation.

ARTICLE 5

Meetings

Section 1. Regular Meetings

~~On an annual basis, T~~the Board of Trustees shall schedule its time and place of ~~its regular~~ meetings.

Section 2. Special and Emergency Meetings

1. The Board may hold special meetings as required. ~~The Chair or President may call a special meeting when needed to transact business between regular meetings. Any four Trustees may also direct the President to call a special meeting.~~
2. The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.
- 2.3. ~~Special and emergency meetings should be limited to circumstances that require the transaction of business prior to the next regular Board meeting.~~

Commented [DS13]: It is usual to allow a minority of members to call a special meeting to address a specific concern. This is optional and the number of Trustees listed here (i.e. 4) could be changed to 3 or 5.

Section 3. Notice of Meetings

~~Except for emergency meetings, M~~members and officers of the Board and the President shall be notified in writing by the Secretary ~~or President~~ of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight hours in advance of meetings. ~~The notice may be by electronic means.~~ The individual Trustee may waive notice of meetings.

~~Emergency meetings may be called and noticed pursuant to state law.~~

Section 4. Quorum

Seven members of the Board of Trustees in attendance at meetings shall constitute a quorum for the transaction of business. ~~No business shall be transacted without an affirmative vote of at least four members of the Board. Except as provided here or elsewhere in these By-Laws, a simple majority of those present and voting shall be required to transact the Board's business; except, a majority vote of all Trustees shall be required in the following circumstances: (1) adopting, amending or repealing policy for the College; (2) adopting, amending or repealing rules/By-Laws affecting the College or the Board; and (3) electing a president of the College or other decisions effecting the President's employment.~~

~~If a Board member cannot attend a board meeting in person, the Board member~~

may attend via telephone, videoconferencing, or other electronic means and attendance through these means shall be counted the same as being physically present.

Section 5. Power to Vote

All members of the Board of Trustees in attendance at a meeting, except the Student Government ~~Association~~ representative, may vote on all matters coming before the Board for consideration. Only ~~board~~ members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means. No member may vote by proxy.

Section 6. Agenda

1. The President of the College will provide the Chair~~man~~ with a list of those items to be presented to the Board with his/her recommendations and, where appropriate, with hard or electronic copies of any documents for the press and to be presented as information or for action by the Board. The Chair~~man~~ shall receive agenda items from the President, Board members, and from all other sources at least four days prior to the meeting for which they were prepared.
2. In emergencies the Chair~~man~~, on the request of the President or members of the Board, may add items to the agenda regardless of the date he/she receives such items.

Section 7. Order of Business

The regular order of business at meetings of the Board shall be:

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Board of Ethics Reminder
4. Consideration and disposition of the minutes
5. Board Presentations
6. Committee reports
- 6.7. New and old business items
- 7.8. Report by the SGA President
- 8.9. Report by the President
- 9.10. Report by the Board Chair~~man~~
- 10.11. Adjournmen

t Section 8. Parliamentary

Rules

Robert's Rules of Order, newly revised, shall guide the Board be followed in

Commented [DS14]: I generally include a provision that a majority of members may not attend via phone/video. This ensures that sufficient numbers of members are physically present. I am happy to include this type of provision.

However, if you do include such a provision, with the onset of the pandemic you may to include a provision exempting the requirement during an emergency.

~~conducting its meetings, except when inconsistent with these By-Laws or Board policy. the meetings of the Board unless otherwise provided by the Board.~~

Section 9. Closed Session

~~Closed sessions may be held during regular meetings of the Board but only those matters stipulated in G.S.143-318.11 may be considered. A general accounting of the discussion held during the session shall be made by the Secretary. Unless otherwise allowed or required by law, any action by the Board taken in a closed session is recorded in regular session. Attendance in a closed session of the Board shall be permitted to every member of the Board and to any person authorized by the Board.~~

Section 9. Individual or Group Hearings

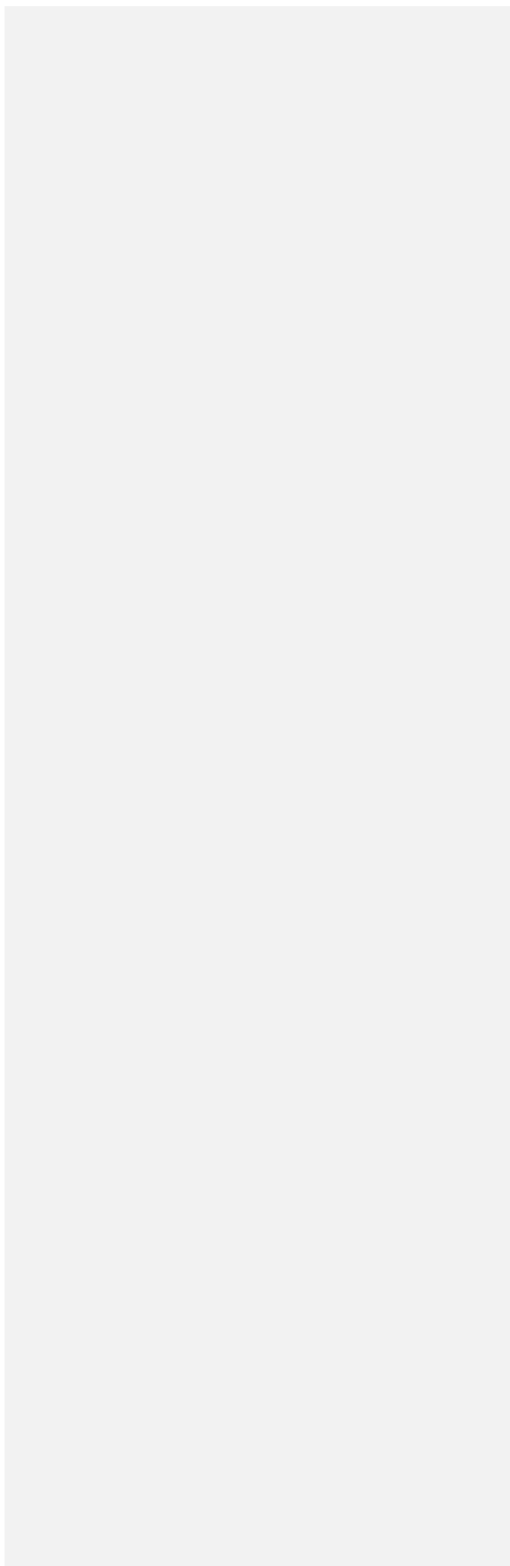
~~It shall be the standing policy of the Board of Trustees of Montgomery Community College to provide for a reasonable public avenue of approach by the College's constituency to the Board of Trustees. The following provisions shall apply to individuals or groups wishing to make an oral presentation:~~

Oral Presentations

- ~~1. All requests for oral presentations must be filed with the Chairman of the Board of Trustees at least two weeks (10 days) prior to the date of the regularly scheduled meeting of the Board of Trustees at which the group or individual requests presentation privileges.~~
- ~~2. Oral presentations shall be limited to five minutes or less.~~
- ~~3. Presenters shall be limited to one topic per presentation.~~
- ~~4. Each group or groups of persons must designate a presenter. The name, address and telephone number of the designated presenter must be furnished to the chairman of the Board of Trustees at the time the request for presentation privilege is presented.~~
- ~~5. A typed, double-spaced copy of the presentation must be furnished to the Chairman of the Board of Trustees at least forty-eight hours prior to the regularly scheduled Board meeting at which the presentation is to be made.~~
- ~~6.1. Abusive or profane language, gestures, or actions will not be tolerated and may result in sanctions.~~
- ~~7. Robert's Rules of Order will be utilized as a guide but may not supplant the foregoing provisions.~~

Moved to Board Policy 1.6 Board Meetings and Meeting Procedures

Commented [DS15]: There is no requirement to do this and this may be better left to Board policy than in the by-laws



ARTICLE 6

Administration

Section 1. — Coordination within the College Note: Addressed in Board Policy Section 4 –

Instructional

The College shall provide to the citizens of Montgomery County and the State of North Carolina, educational programs of high quality only on the basis of justified need. Programs which are appropriate to a comprehensive community college may be authorized to serve the needs of all or any combination of the following groups, among others:

1. High school dropouts, eighteen years of age or older, who desire to complete high school.
2. Adults who desire high school review.
3. High school graduates who seek to complete an Associate Degree or College Parallel program.
4. High school graduates who seek non-degree occupational training.
5. Adults, employed or unemployed, who desire retraining.
6. Adults, employed or unemployed, who wish to upgrade their skills or who need refresher instruction in their fields.
7. Adults who seek to complete an Associate Degree or Parallel program.
8. Adults who seek occupational training.
9. Adults who are interested in general education instructional services and who do not desire credit.
10. Groups within the community who need short courses for specific purposes.
11. Adults who need instruction to remove literacy deficiencies.

Section 2. — Admission to Colleges and Service to Minors summary of State Board of Community College Policies Note: Addressed in Board Policy 5.1.1 Admissions and Registration

1. Admission to colleges (2C.0301)
 - a) College shall maintain open-door admission policy for high school graduates or those at least 18 years of age.
 - b) Student admission and placement shall be determined by college officials.
 - c) Admission for emancipated minors shall be the same as for applicants 18 years of age or older (see section on services for minors).
 - d) All programs specifically approved by the State Board of Community Colleges for admission of high schools shall be upheld according to the admission provisions of the approved programs.

2. ~~Services for Minors (2C.0305)~~

- a) ~~SBCC shall encourage high school completion.~~
- b) ~~Minors, 16 years or older, may be considered as students with special needs.~~
- c) ~~May be admitted to an appropriate program if the local public or private education agency determines that admission is the best educational option for the student and if such admission is approved by the college.~~

- i. Requirement may be waived if student has been out of school for at least 6 months and application is supported by student's parent, legal guardian, etc. (notarized petition).
 - ii. Shall not displace adults; admitted on space available basis. However, once admitted, shall be treated the same as other students.
 - d) High school students, 16 years or older, based on policies approved by the college board and local school board, may be admitted concurrently to appropriate courses; except adult high school, under the following conditions.
 - e) School Boards and Boards of Trustees may establish cooperative programs to provide college courses to qualified high school students. College credits will be awarded. These programs must be approved by the State Board.
 - f) College shall not start classes, offer summer school courses, or offer regular high school courses for high school students.
 - g) College may offer to persons of any age non-credit, non-remedial, enrichment courses during the summer term. These shall be self-supporting.
 - h) At request of director of a training school having custody of juveniles committed to Division of Youth Services (DHR), a college may offer courses if students meet course admission requirements.
3. Exemption from Payment of Tuition [NCGS 115D-5(b)]
- a) Tuition is waived for high school students taking college level classes.

Commented [DS16]: These items are better reserved for a policy. If desired, Section 1 could stay in. I highly recommend that Section 2 come out as rules regarding admission to the college can change at the state level frequently.

Section 31. The President of the College

The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of high quality in accordance with State law and regulations and sound public educational theory and practice. The President shall have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board and of the State Board of Community Colleges within the budgets approved by the Board. The President shall be elected by the Board of Trustees and shall hold office at the pleasure of the Board. The Board shall at all times exercise its control of the College through the President. The general duties of the President shall include:

1. The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly

desired such as Closed Session.

2. The President shall be responsible for all administrative and managerial aspects of the development and operation of the college.
3. The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.
4. The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interests of the citizens of Montgomery County and The State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges:

- a) General curricula for associate degree programs.
- b) Organized curricula for the preparation of technicians.
- c) Courses and curricula in vocational, trade and technical specialty areas.
- d) Courses and programs in general adult education.

Commented [DS17]: I added this one.

- 4.5. The President shall appoint lay-advisory committees for particular programs of the College where needed.
- 5.6. The President shall advise all committees at the request of the Chair of the Committee.
- 6.7. The President shall advise the Board on the financial and budgetary needs of the College and shall recommend items to be included in the current expense and capital outlay budgets.
- 7.8. The President shall discharge any other functions which the Board may delegate to him/her.

8. The President shall make a written report to the Board of Trustees once each year on the development and operation of the College, with both immediate and long-range recommendations.

Commented [DS18]: Deleted this because I am unsure if it is actually occurring. It can stay in.

Section 4. — Academic Freedom and Responsibility [Note: Addressed in Board Policy 3.4.6](#)
[Academic Freedom](#)

Commented [DS19]: Better to be addressed in policy

1. Academic freedom and responsibility are essential to the full development of a college and apply to teaching, research, and creative activity. In the development of knowledge, research endeavors, and creative activities, a college faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for college teaching. Consistent with the exercise of academic responsibility, an instructor must have freedom in the classroom to discuss academic subjects. The college student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such subject matter is the duty of every instructor.
2. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence and discretion. The faculty member should be constantly mindful that he/she is a member of a learned profession as well as a representative of the college. The faculty member should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.

ARTICLE 7
Policies, Rules, and
Regulations

Section 1. General Provisions

By an affirmative vote of a majority of all the members of the Board, the Board may make or amend such policies, rules, and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing each Member of the Board and the President a copy of all current Board By-Laws, policies, rules, and regulations.

ARTICLE 8

Adoption and Amendment

Section 1. Adoption

Adoption of these by-laws shall be by affirmative vote of at least nine members of the Board of Trustees at a regular meeting, provided that each member has received notice at least fifteen days prior to the meeting and that each member has received a copy of the by-laws at least fifteen days prior to the meeting.

Section 2. Amendments

Amendments to these by-laws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least seven members of the Board of Trustees at a regular meeting.

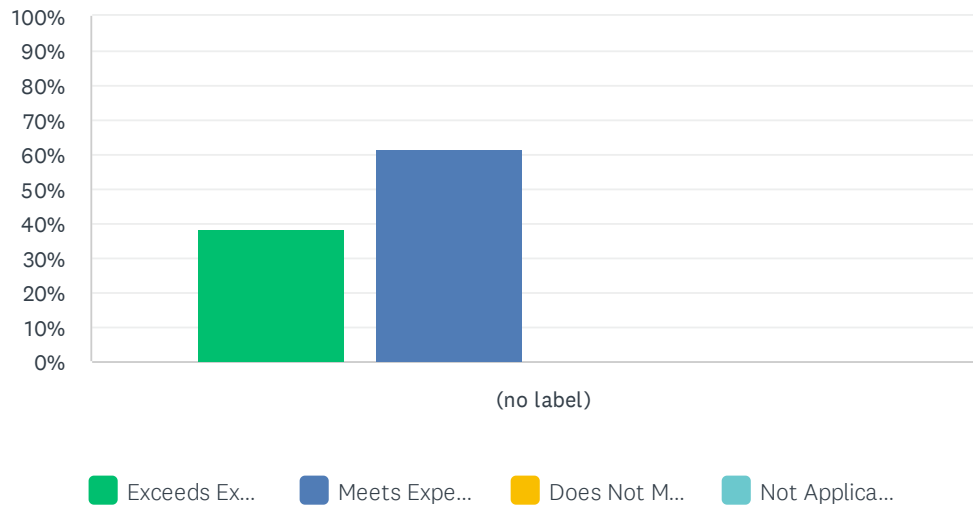
ARTICLE 9

Conflict of Laws

In the event that any provision of these Bylaws shall be deemed in conflict with North Carolina General Statute or the State Board of Community College Code, State law and/or the Code shall control and such provision shall be null and void, but the remaining provisions not in conflict with State law or the Code shall remain in full force and effect.

Q1 The Board operates as a unit.

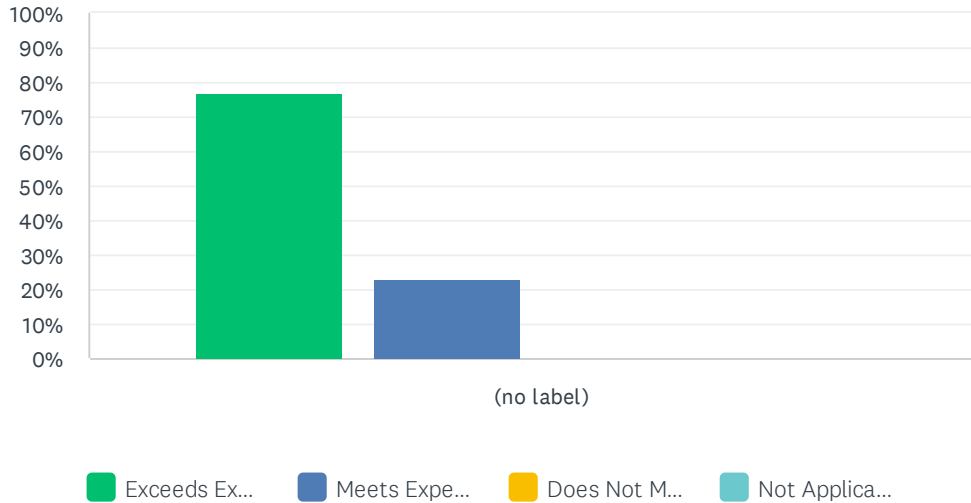
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	61.54% 8	0.00% 0	0.00% 0	13	1.38

Q2 Meeting agenda items contain sufficient background information and recommendations for the Board.

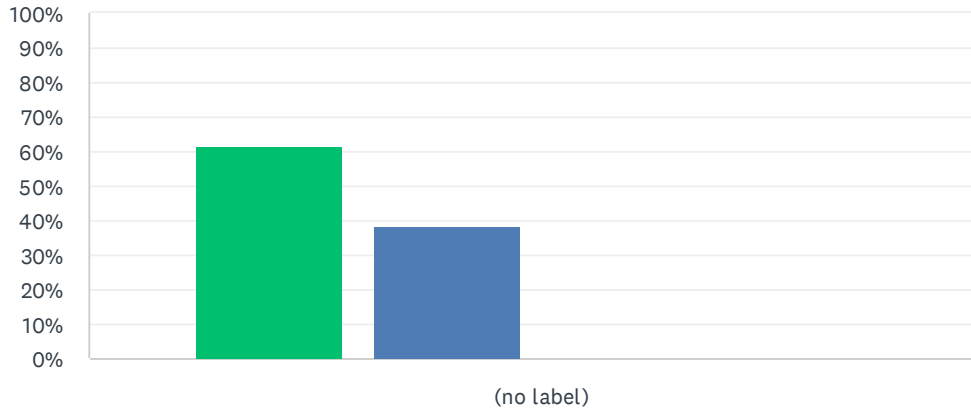
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	76.92% 10	23.08% 3	0.00% 0	0.00% 0	13	1.77

Q3 Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.

Answered: 13 Skipped: 0

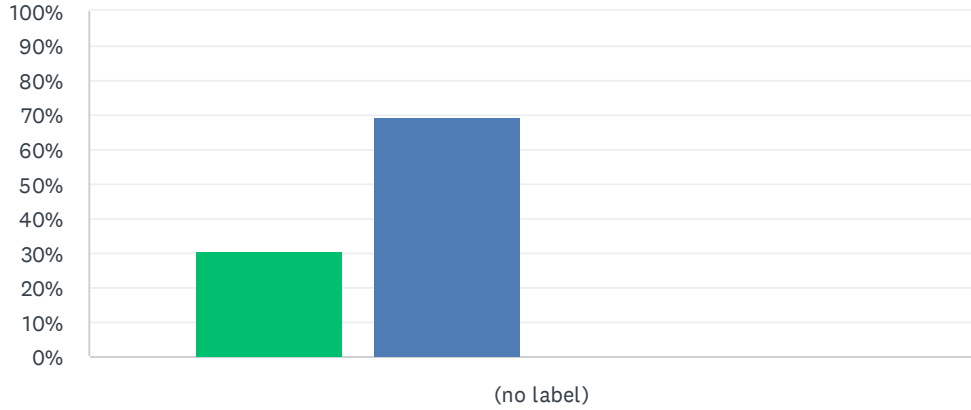


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

Q4 Board members make decisions after thorough discussion and exploration of many perspectives.

Answered: 13 Skipped: 0

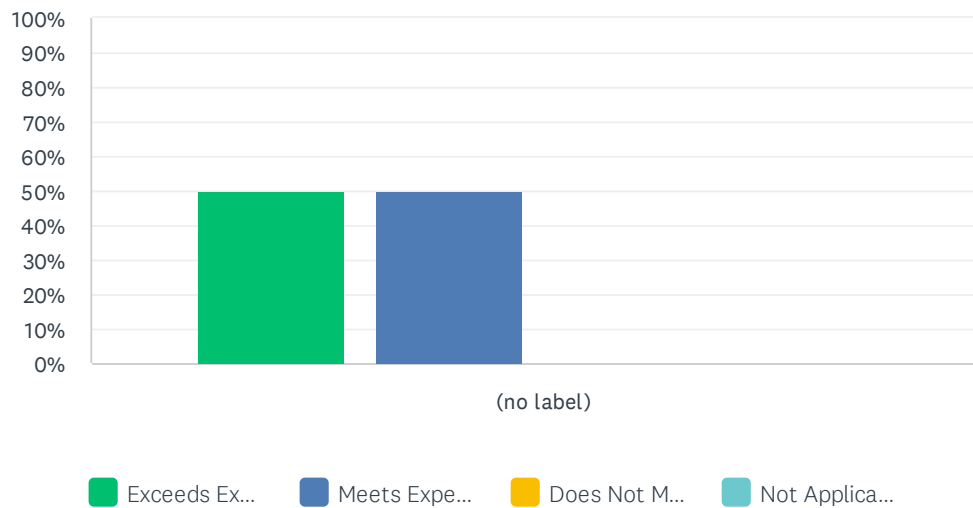


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

Q5 Board committees effectively assist the Board to do its work.

Answered: 12 Skipped: 1

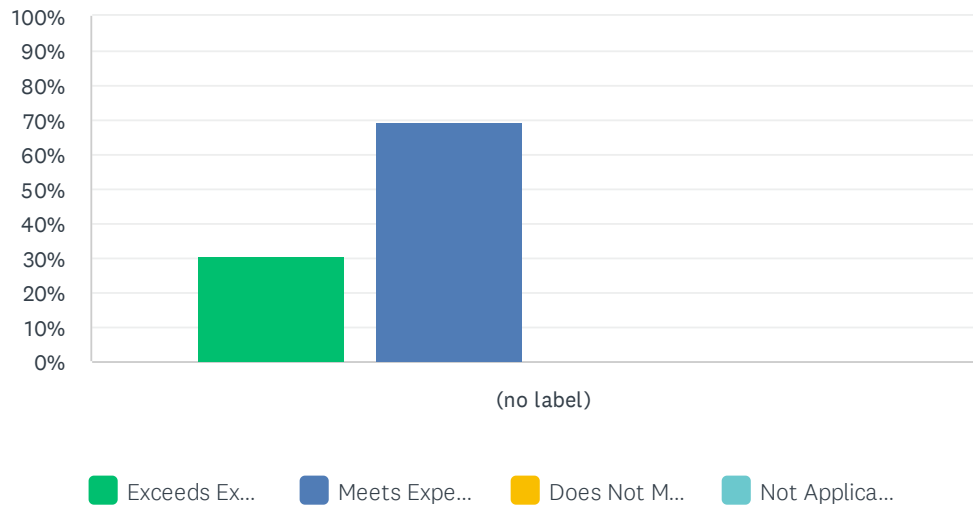


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	50.00% 6	50.00% 6	0.00% 0	0.00% 0	12	1.50

#	COMMENTS:	DATE
1	I feel we as a Board work together to fulfill our duties. The meetings are a pleasure.	5/9/2023 10:09 AM
2	The Chair works very hard to ensure that meetings are organized and informative. I find the practice of having committee work first is redundant and stifles energy and creativity during the committee meetings.	5/9/2023 9:08 AM
3	Overall we have a grreat board. We do a great job of collaborating and engaing together.	5/8/2023 12:43 PM
4	The present format of having committee meetings before the main meeting is redundant and prevents committees from brainstorming and exploring new ideas and possibilities. The Board Chair works very hard to include everyone, operate efficiently, and conduct business in a effective way.	4/17/2023 5:06 PM

Q6 Board meetings focus on governance rather than administration.

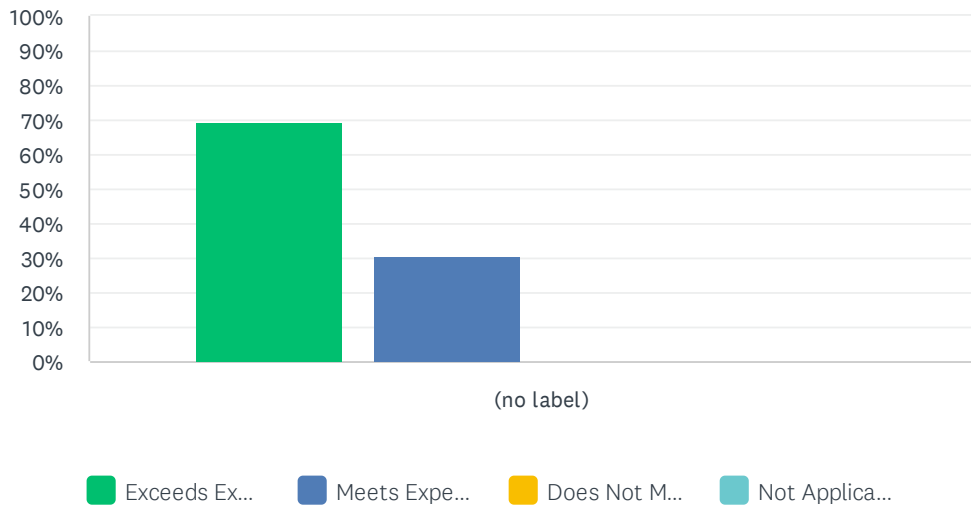
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

Q7 The Board periodically reviews and evaluates its policies.

Answered: 13 Skipped: 0

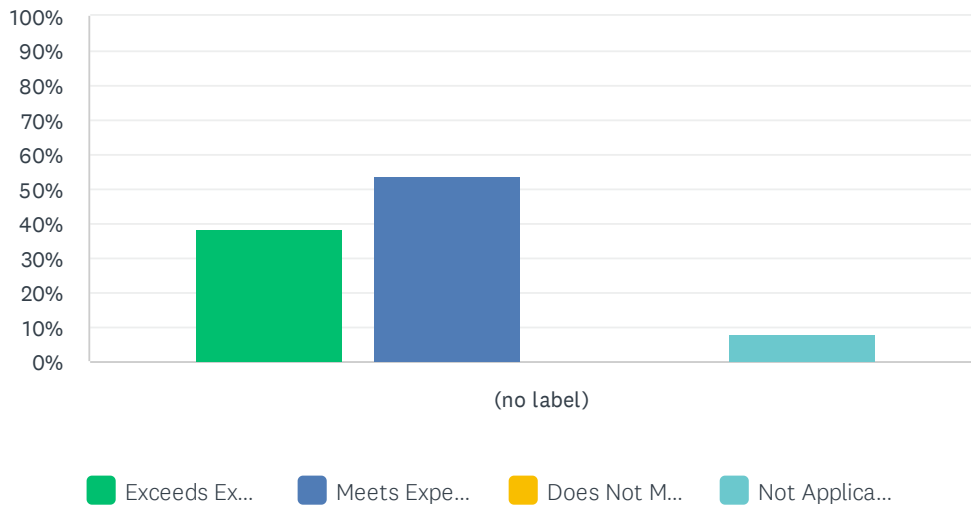


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	69.23%	30.77%	0.00%	0.00%	13	1.69
	9	4	0	0		

#	COMMENTS:	DATE
1	Running of day to day = Dr. Bledsoe.	5/9/2023 10:10 AM
2	We do a great job of being abreast with policy changes and any updates. President and Vice President does an excellent job for allowing board members to express and concerns or recommending any changes	5/8/2023 12:45 PM

Q8 The Board effectively represents the "voice" of the community.

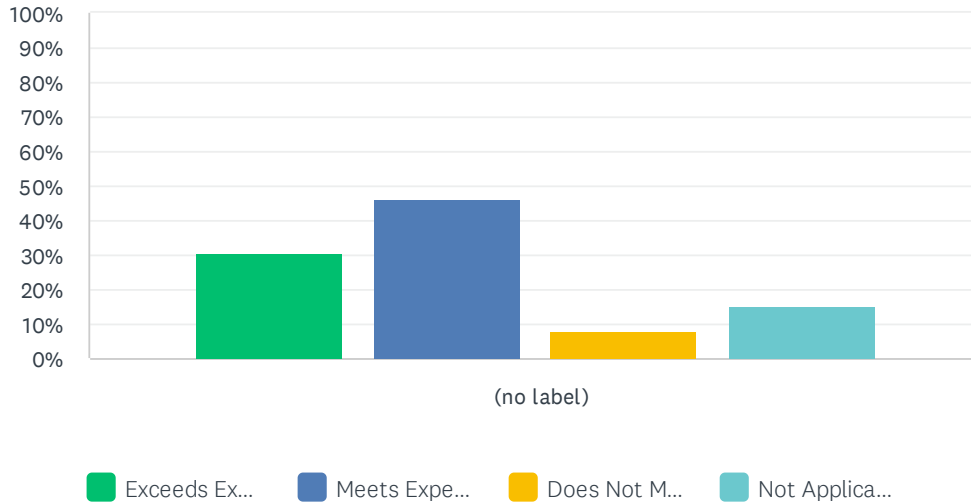
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	53.85% 7	0.00% 0	7.69% 1	13	1.42

Q9 The Board is knowledgeable about community and regional needs and expectations.

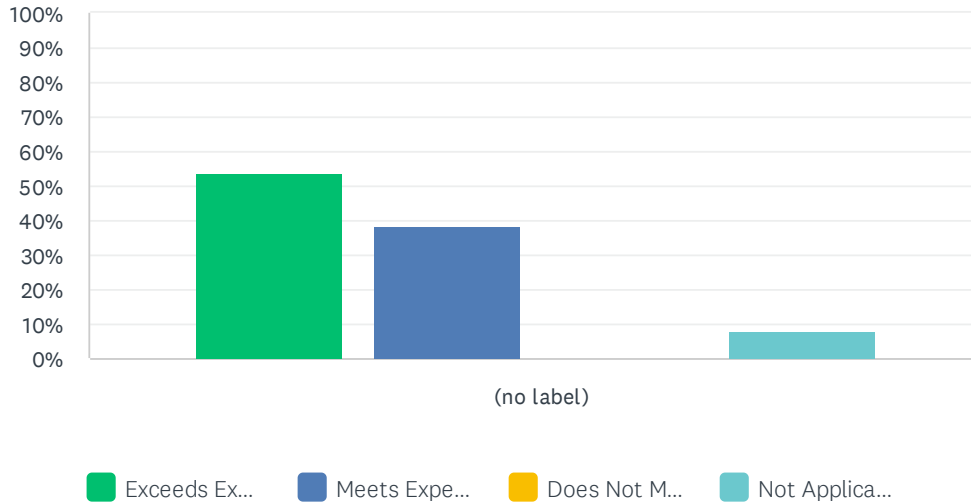
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	46.15% 6	7.69% 1	15.38% 2	13	1.27

Q10 As appropriate, Board members maintain good relationships with community leaders.

Answered: 13 Skipped: 0

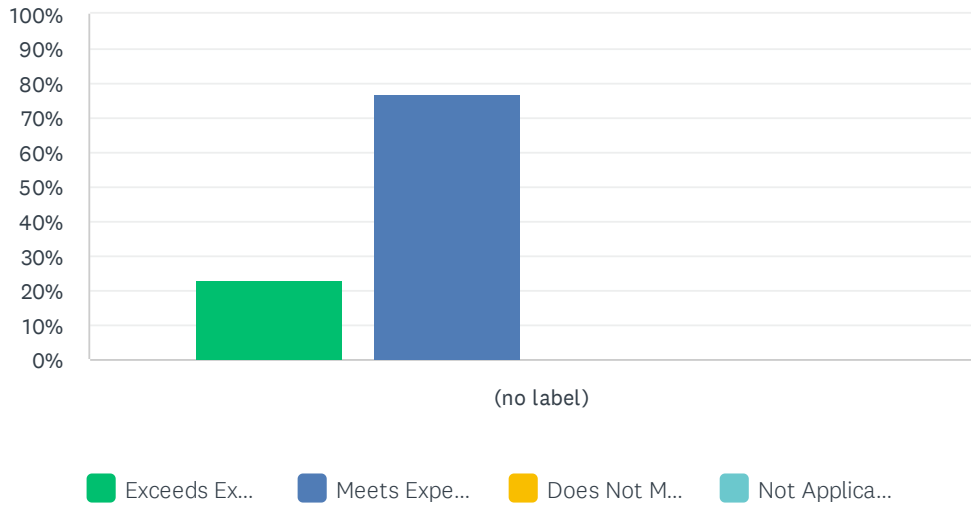


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	38.46% 5	0.00% 0	7.69% 1	13	1.58

#	COMMENTS:	DATE
1	With a rural area we may not be fully aware of needs of other areas. We do try to stay in contact especially with out town.	5/9/2023 10:11 AM
2	I'm not sure we represent all ethic/racial groups, all socio-economic groups, or all ages.	5/9/2023 9:10 AM
3	I enjoy how we interact with the president of the student governing body. They are engagd with the community. As as board we may need to show up more as a whole with other community leaders within MoCo	5/8/2023 12:56 PM

Q11 The Board is appropriately involved in defining and approving the strategic planning of the College, including developing the vision, mission and goals.

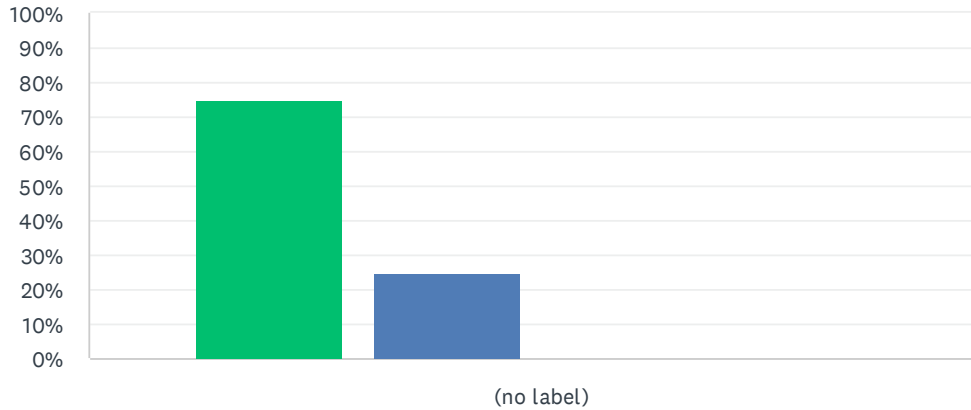
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	23.08%	76.92%	0.00%	0.00%	13	1.23
	3	10	0	0		

Q12 The Board bases its decisions in terms of what is best for students and the community.

Answered: 12 Skipped: 1

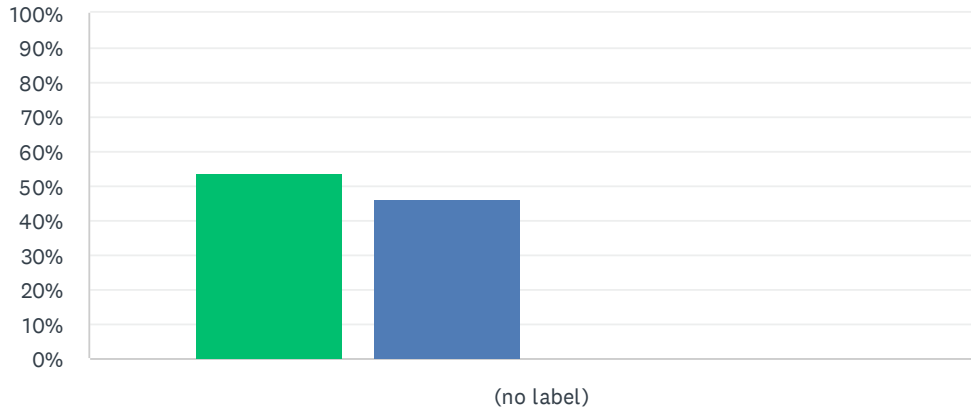


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	75.00% 9	25.00% 3	0.00% 0	0.00% 0	12	1.75

Q13 The Board maintains a future-oriented, visionary focus in Board discussions.

Answered: 13 Skipped: 0

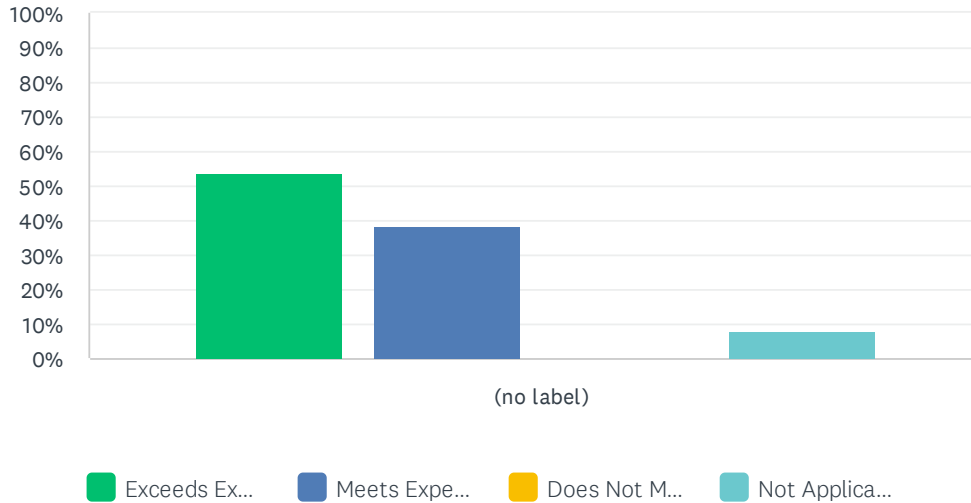


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

Q14 The Board annually reviews the general strategic and facility master plans of the college.

Answered: 13 Skipped: 0

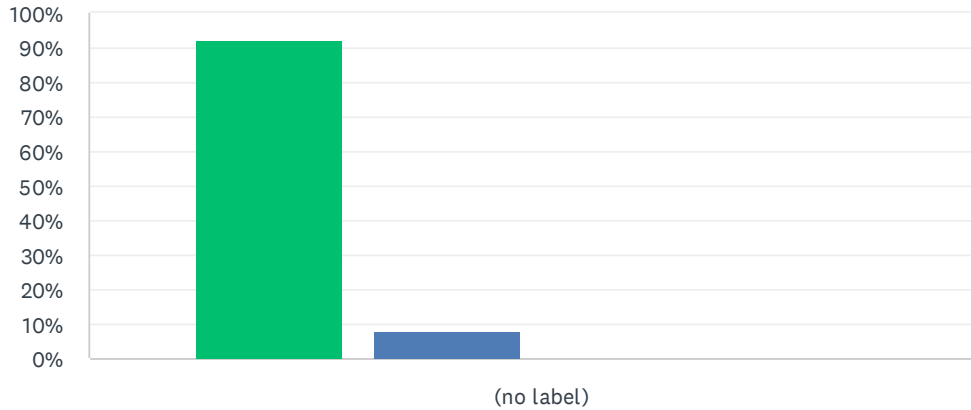


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	38.46% 5	0.00% 0	7.69% 1	13	1.58

#	COMMENTS:	DATE
1	Student needs and future needs of the college are often discussed.	5/9/2023 10:11 AM

Q15 A climate of mutual trust and respect exists between the Board and President.

Answered: 13 Skipped: 0

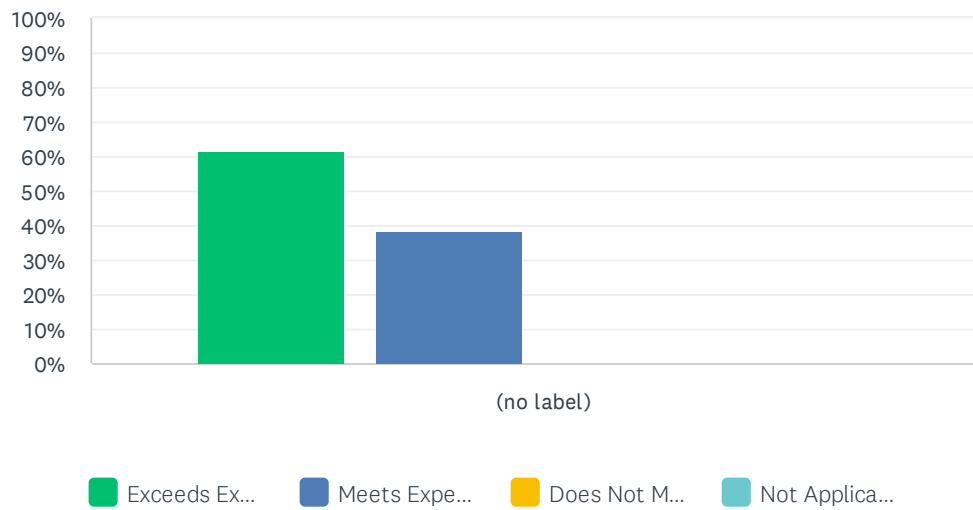


Exceeds Ex... Meets Expe... Does Not M... Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	92.31% 12	7.69% 1	0.00% 0	0.00% 0	13	1.92

Q16 The Board sets clear expectations for the President.

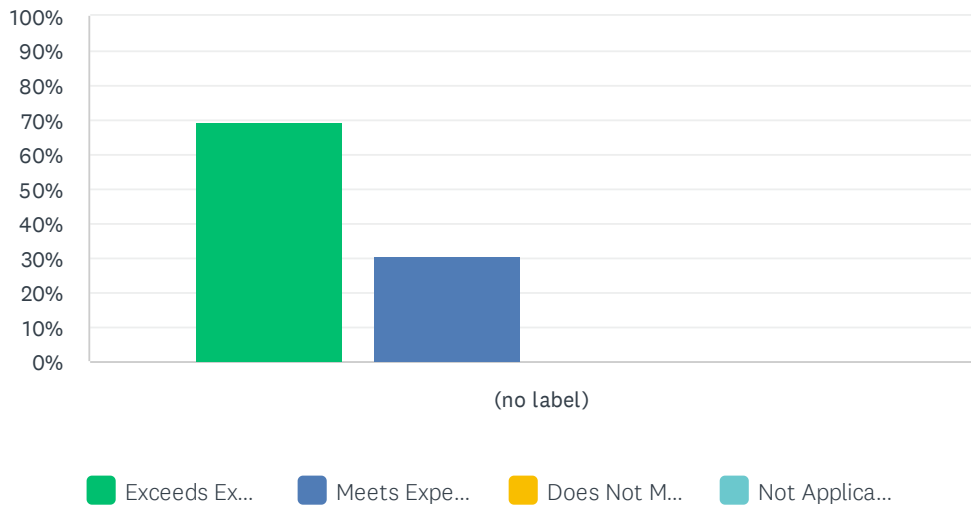
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

Q17 The Board effectively evaluates the President.

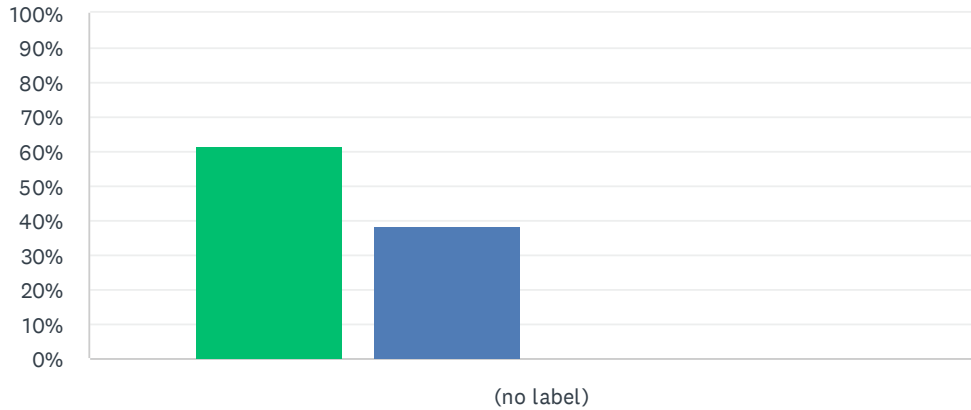
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	69.23% 9	30.77% 4	0.00% 0	0.00% 0	13	1.69

Q18 The Board clearly delegates the administration of the College to the President.

Answered: 13 Skipped: 0



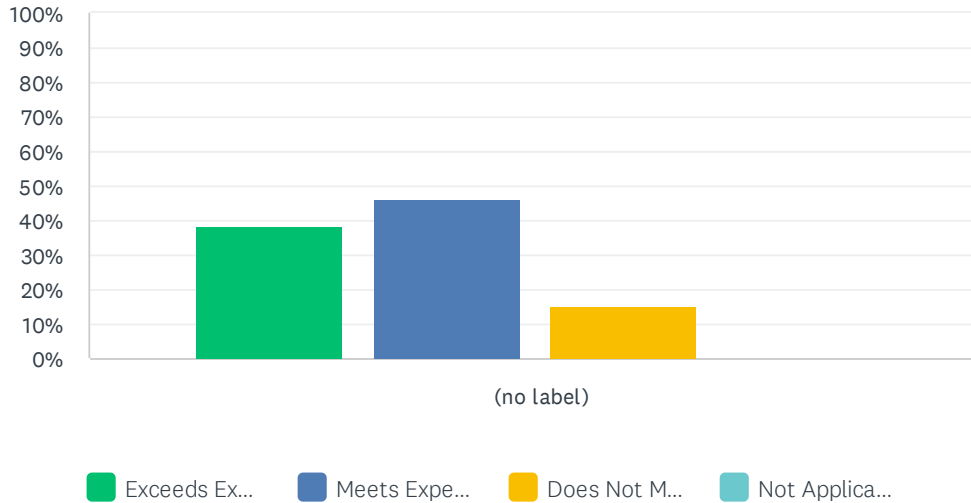
■ Exceeds Ex...
 ■ Meets Expe...
 ■ Does Not M...
 ■ Not Applica...

	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

#	COMMENTS:	DATE
1	We oversee!! Not run the day to day. Both Board Chair and Dr. Bledsoe do a fantastic job of keeping us informed.	5/9/2023 10:12 AM

Q19 The Board is knowledgeable about the educational programs and services of the college.

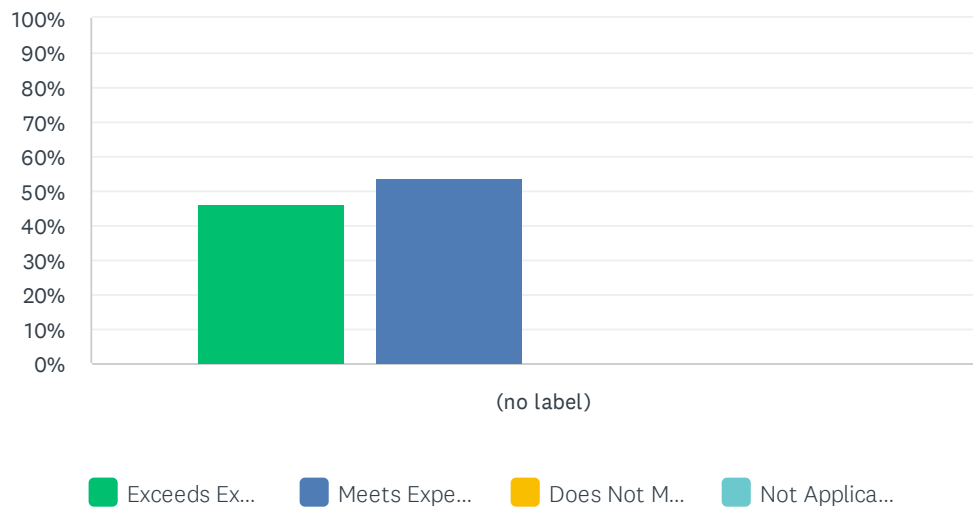
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	46.15% 6	15.38% 2	0.00% 0	13	1.23

Q20 The Board understands the fiscal condition of the college.

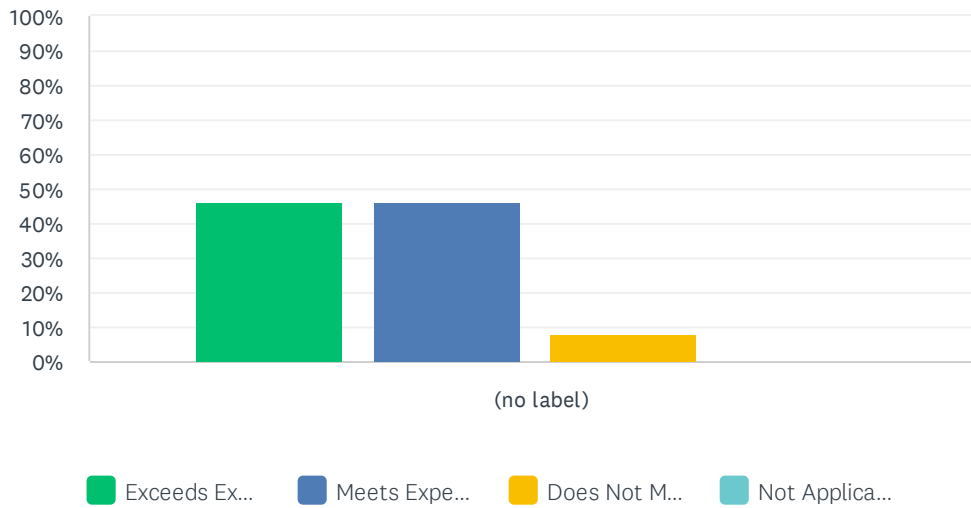
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	53.85% 7	0.00% 0	0.00% 0	13	1.46

Q21 The Board understands the budget document.

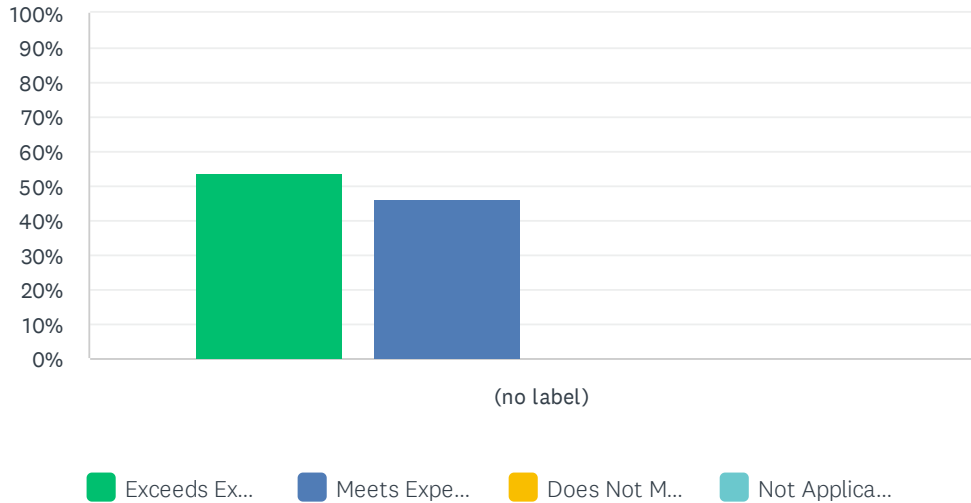
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	46.15% 6	7.69% 1	0.00% 0	13	1.38

Q22 The Board has policies that require fair employee due process and grievance procedures.

Answered: 13 Skipped: 0

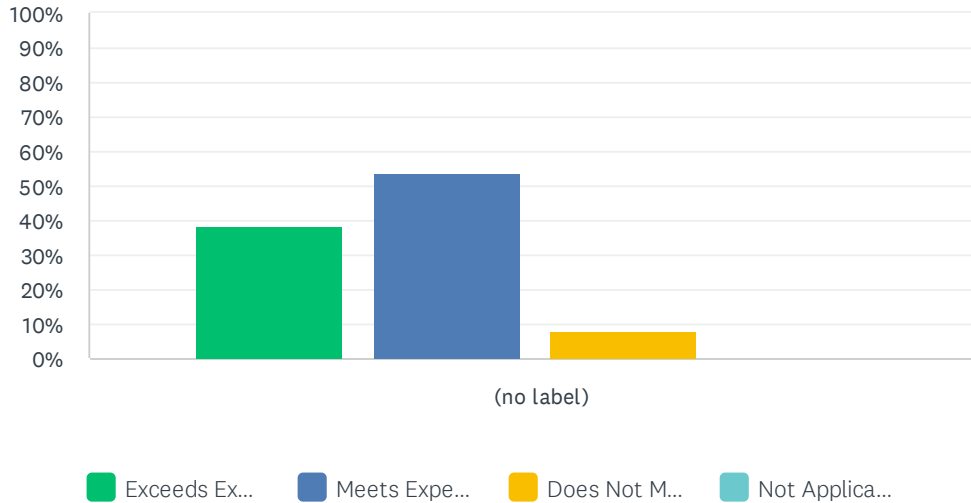


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

#	COMMENTS:	DATE
1	Presentations at Board meetings are fantastic. Jeanette give great info at every meeting.	5/9/2023 10:12 AM

Q23 The Board monitors the effectiveness of the college in fulfilling the mission.

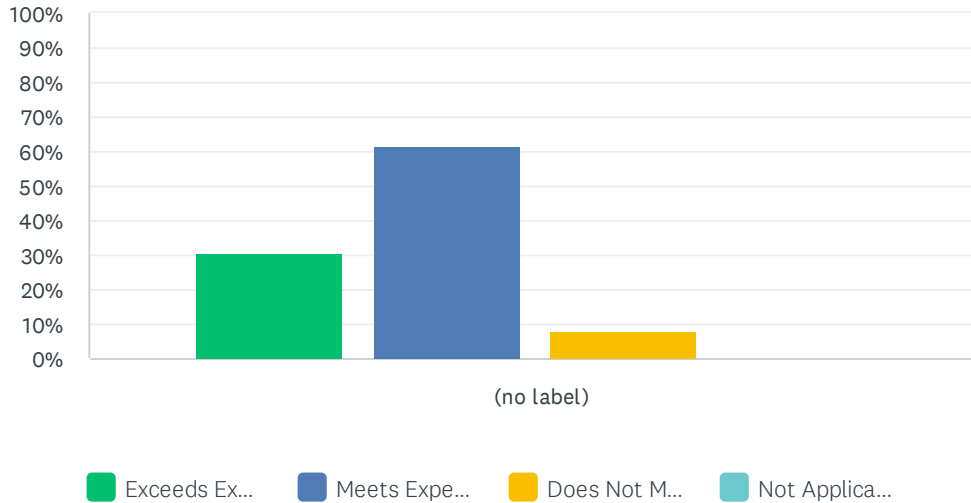
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46% 5	53.85% 7	7.69% 1	0.00% 0	13	1.31

Q24 The Board adequately monitors the impact the college has on the community.

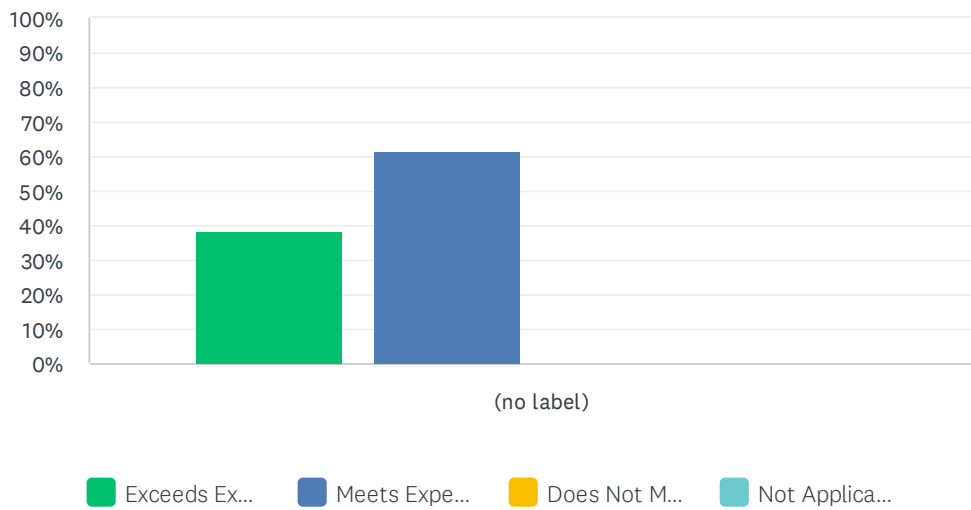
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	61.54% 8	7.69% 1	0.00% 0	13	1.23

Q25 The Board understands the financial audit and its recommendations.

Answered: 13 Skipped: 0

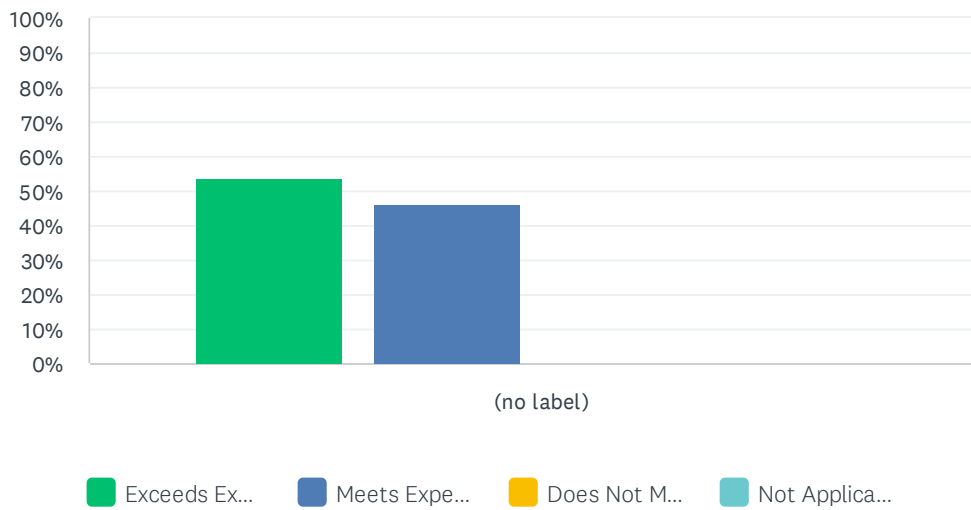


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	38.46%	61.54%	0.00%	0.00%	13	1.38
	5	8	0	0		

#	COMMENTS:	DATE
1	Kelly M. does a great job keeping MCC in the news. Audit presentation yearly.	5/9/2023 10:13 AM
2	Some "does not meet" responses may be due to a lack of understanding of terminology used.	4/25/2023 6:40 AM

Q26 The Board has a clear description of Board roles and responsibilities.

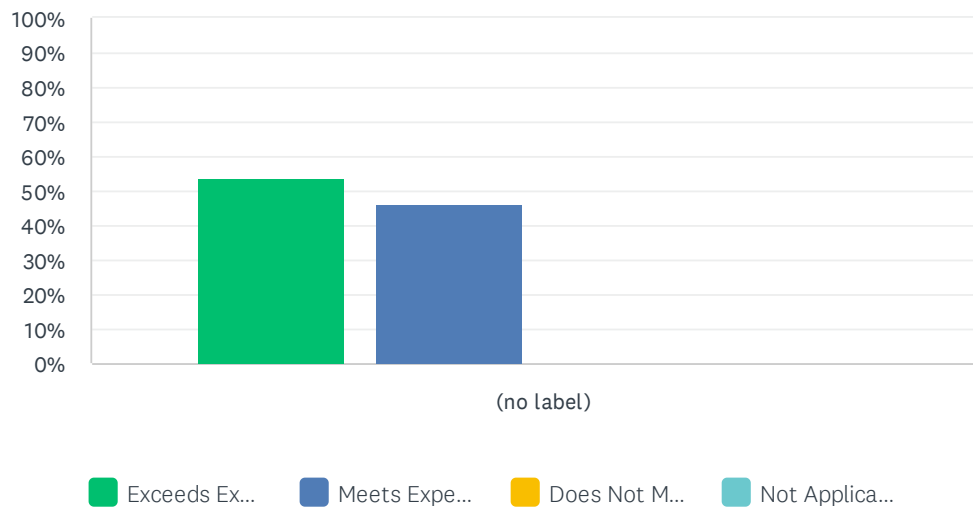
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

Q27 Board members are prepared for Board meetings.

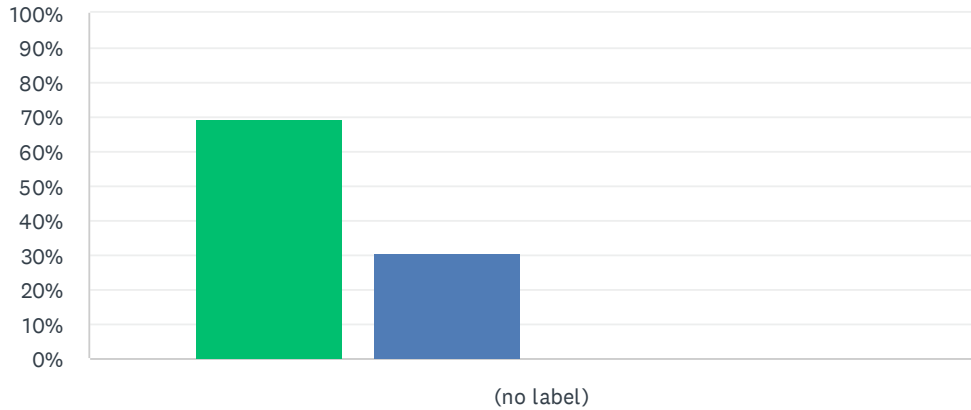
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	46.15% 6	0.00% 0	0.00% 0	13	1.54

Q28 Once a decision is made, Board members cease debate and uphold the decision of the Board.

Answered: 13 Skipped: 0



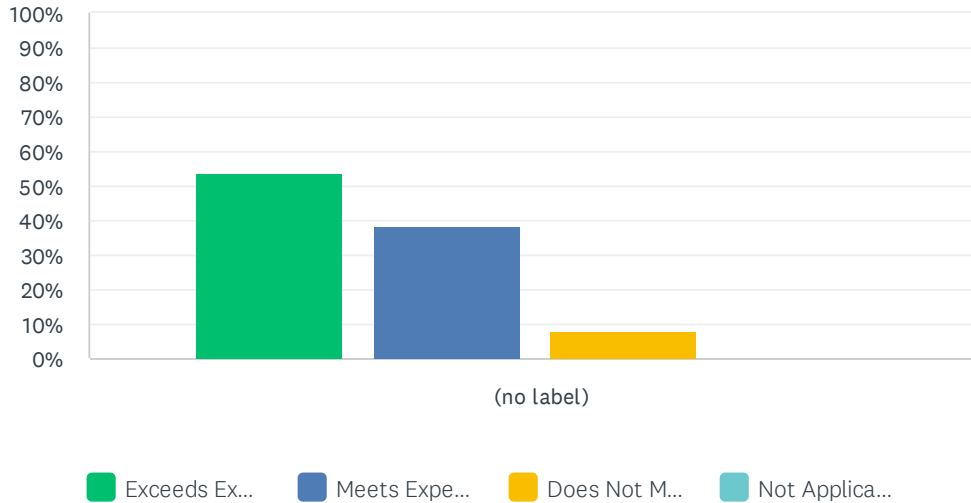
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	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	69.23% 9	30.77% 4	0.00% 0	0.00% 0	13	1.69

#	COMMENTS:	DATE
1	We have agenda in time to adequately prepare.	5/9/2023 10:14 AM

Q29 Board members are knowledgeable about the college's history, mission, and values.

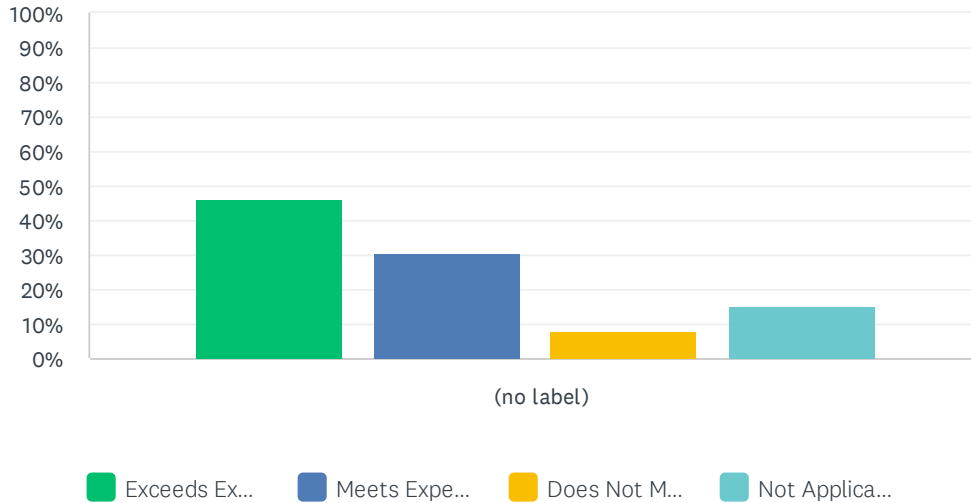
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	53.85% 7	38.46% 5	7.69% 1	0.00% 0	13	1.46

Q30 The Board helps educate the local community about community college needs and issues.

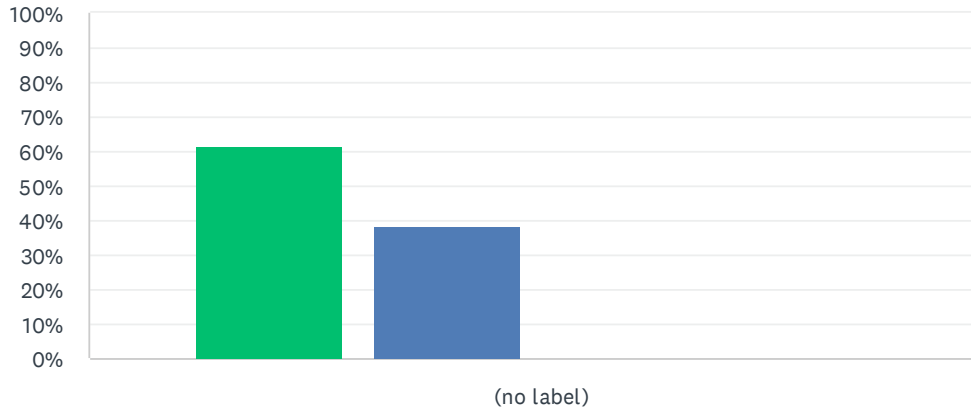
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	30.77% 4	7.69% 1	15.38% 2	13	1.45

Q31 The Board actively supports the college's foundation and fundraising efforts.

Answered: 13 Skipped: 0

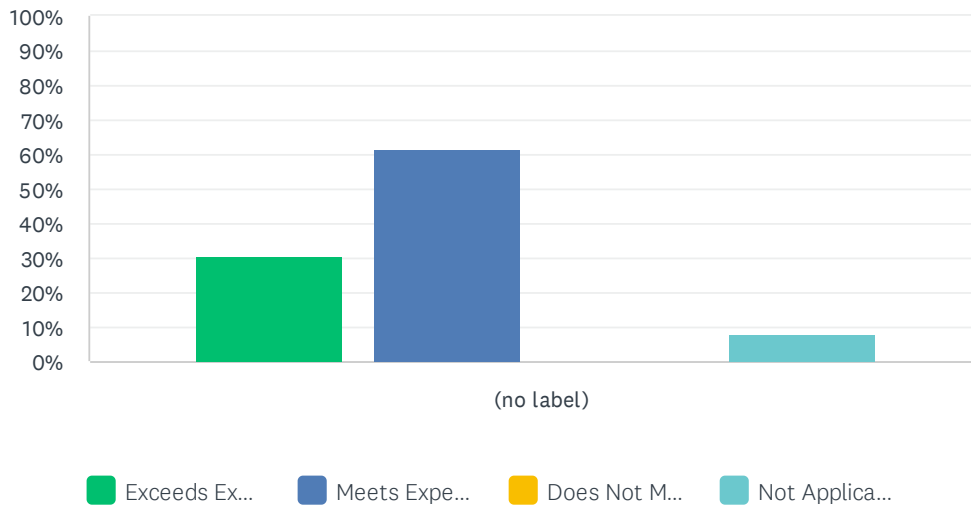


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	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	61.54% 8	38.46% 5	0.00% 0	0.00% 0	13	1.62

Q32 The Board supports the state college trustee association.

Answered: 13 Skipped: 0

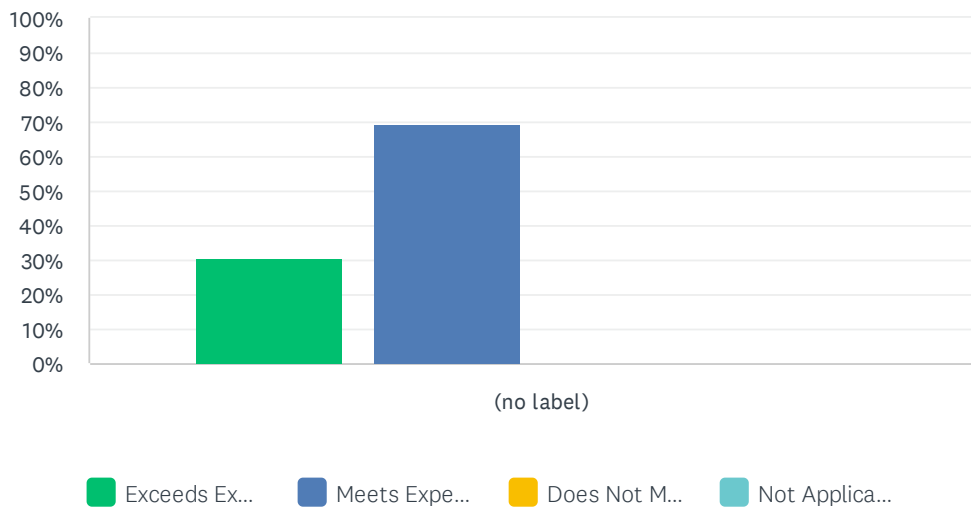


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77%	61.54%	0.00%	7.69%	13	1.33
	4	8	0	1		

#	COMMENTS:	DATE
1	Attend meetings at state and local levels is part of the role of Board members. Scholarships support thru foundation very important.	5/9/2023 10:18 AM
2	Perhaps the trustees could be more active in community outreach.	5/8/2023 12:28 PM

Q33 New members receive an orientation to the Board and the institution.

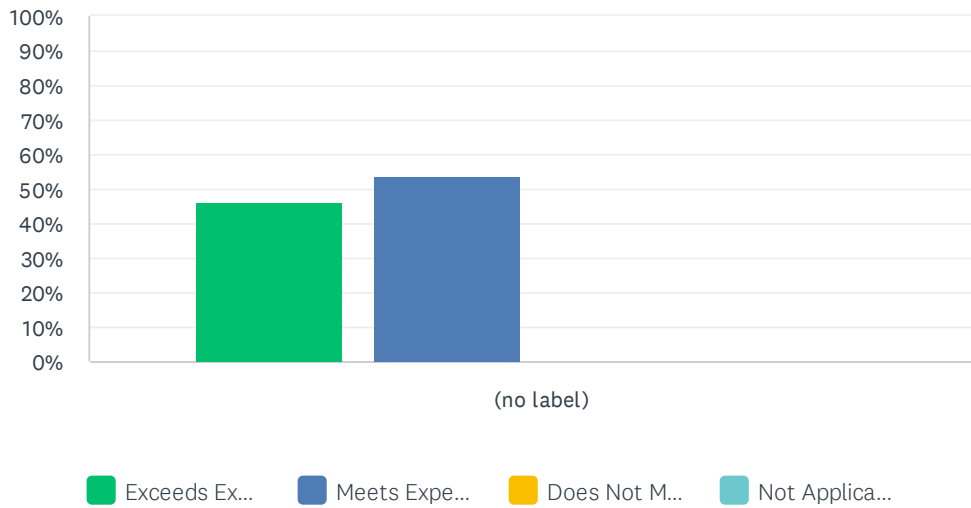
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77% 4	69.23% 9	0.00% 0	0.00% 0	13	1.31

Q34 The Board strives to become increasingly more effective.

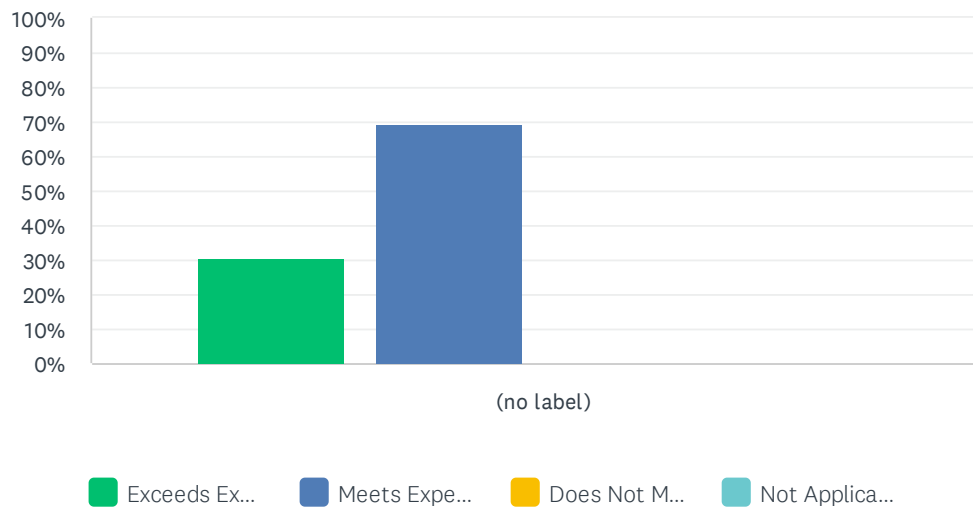
Answered: 13 Skipped: 0



	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	46.15% 6	53.85% 7	0.00% 0	0.00% 0	13	1.46

Q35 The Board periodically evaluates itself.

Answered: 13 Skipped: 0

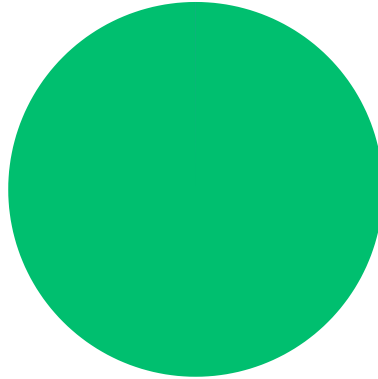


	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS	NOT APPLICABLE (UNABLE TO EVALUATE)	TOTAL	WEIGHTED AVERAGE
(no label)	30.77%	69.23%	0.00%	0.00%	13	1.31
	4	9	0	0		

#	COMMENTS:	DATE
1	Yearly evaluations! Encourage members to attend state and local activities!	5/9/2023 10:18 AM

Q36 What are the major accomplishments of the Board in the past two years?

Answered: 5 Skipped: 8



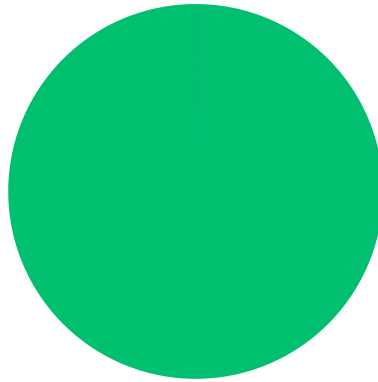
■ (no label) ■ (no label)

	(NO LABEL)	(NO LABEL)	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	5	0.00
	5	0		

#	COMMENTS:	DATE
1	The nursing program continuing to thrive. The greenhouse is fantastic. Support for Gunsmithing continues to thrive. As a Board member I consider it part of my role to attend as many activities. Our physical facilities updates very important.	5/9/2023 10:26 AM
2	Surviving Covid Strengthening connections with MCSC Getting the word out to the community Heritage Crafts Strengthening academic and technical programs	5/9/2023 9:15 AM
3	We have collaborative work together to build an effective rapport with each other. As a result, we are able to communicate effectively to resolve core issues in an appropriate amount of time.	5/8/2023 1:02 PM
4	The board has approved and seen accomplished numerous projects on campus including the building of 2 greenhouses. The fresh look of the boardroom is appreciated. A review and revision of the Board Policy Manual was completed. While this is an ongoing project, it was good to take a look at the whole document. The college has emerged from the Covid challenge with enrollment growing to pre-pandemic numbers. The board approved the ADN and we have seen that program fill.	5/8/2023 12:45 PM
5	The board operated as a cohesive unit to assist the President and administration in navigating the ever changing challenges of running the college.	5/8/2023 8:33 AM
6	Continued upgrade of existing facilities.	5/4/2023 4:46 PM
7	Secured funding for supplement to President's salary.	4/25/2023 6:40 AM
8	Students returning to MCC after Covid. Heritage Crafts prospering. Efforts to maintain faculty. Support for SGA programs and interests.	4/17/2023 5:12 PM

Q37 As a trustee, I have concerns about:

Answered: 3 Skipped: 10



■ (no label) ■ (no label)

	(NO LABEL)	(NO LABEL)	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	3	0.00
	3	0		

#	COMMENTS:	DATE
1	I really feel we are working hard to meet needs of the students and communities. Just need to continue to search for ways to get more involvement for minorities especially the hispanic group!	5/9/2023 10:26 AM
2	Salaries for instructors and the ability to attract people who are more than competent Moving forward with concepts such as farm to table, strengthening health professions, and attracting adults who can benefit from MCC.	5/9/2023 9:15 AM
3	Nothing at this time	5/8/2023 1:02 PM
4	A big concern is the turn over in personnel, especially in the administrative staff. While this is in the president's area of responsibility, these are the people that that trustees rely on for support and information. Hopefully some stability will come in the next few years. Right now another concern is the legislative bill that would drastically reduce local input and governance over our college.	5/8/2023 12:45 PM
5	I concerns about the changing world and how prepared we are, as a college, to change quickly to meet future needs. Though I don't know what those changes are.	5/8/2023 8:33 AM
6	I have spent several hours on this evaluation. As I read questions for the 3rd and 4th time I realized I could not answer some so I called Dr. Bledsoe to talk about how some items were shared with the Board. An example is the review of the Master Facility Plan on an annual basis. I learned that this standard is met through the review/approval of the annual budget. Other items such as college "needs and issues" and how we get input from the community about what the community needs from the institution are also items that I am unclear about.	5/4/2023 4:46 PM
7	Adequate salaries to retain faculty and staff. Ability to attract adult learners from the community.	4/17/2023 5:12 PM
8	Emphasis on course transfer ability rather than emphasis on salable skills. Both are important.	4/13/2023 10:58 AM