

Montgomery Community College

Board of Trustees Meeting



May 11, 2022

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held in the Room 1432 of Montgomery Central High School. The meeting will be held in a hybrid format on Wednesday, May 11, 2022, at 5:15 p.m. The Board will meet as a committee of the whole.

Call to Order Claudia Bulthuis, Chairman

Welcome and Announcements Claudia Bulthuis

Prayer Claudia Bulthuis

Roll CallSandra Clyburn, Secretary

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

Board of Ethics ReminderClaudia Bulthuis

In keeping with MCC Board Policy 1.4 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed the 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.

Standing Committees

Budget & Finance Committee

- April Financial Report – **Appendix B-1 (Action)**
- April Foundation Fund Statement – **Appendix B-2**
- Grants Update –**Appendix B-3**
- Foundation Update

Building & Grounds Committee

- Facilities/Construction Report – **Appendix C-1**
- HVAC Project (HEERF Funds) – **Appendix C-2 (Action)**
- Concrete Repairs – **Appendix C-3 (Action)**

Personnel Committee

- Personnel Appointment Forms
 - Retention Specialist – **Appendix D**

Curriculum/Student Services Committee

- Update from Vice President of Instruction/Student Services – **Appendix E**

Legislative/Public Relations Committee

- Legislative Updates
- Marketing Update – **Appendix F**

Institutional Status Committee

SGA Report – Appendix GJuliana Inman, SGA President

President’s Report

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

Chairman’s Report

- NCACCT
- Calendar of Events – **Appendix I-1**
 - Graduation – May 11, 2022
 - Board Retreat – August 6, 2022
- President's Evaluation Letter - **Appendix I-2**

Adjourn – (Action)Claudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, April 13, 2022

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, April 13, 2022 in the Blair Auditorium of Blair Hall. The meeting was called to order at 6:02 p.m. by Claudia Bulthuis, Chairman. The meeting was held as a hybrid meeting; those attending remotely are identified with an “R”.

Present

Phil Absher

Tawanda Bennett

Claudia Bulthuis

Gelynda Capel

Dr. Katie Dunlap - R

Susan Eggleston

Kerry Hensley

Dr. Philip Jones - R

Gordon Knowles

Timothy McAuley Sr.

Bill Price

Juliana Inman, SGA President

Absent

Robert Harris

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

Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance and noted that the meeting was held as a committee of the whole. All votes were taken by roll call and recorded per Senate Bill 704.

Oath of Office for Mr. Timothy McAuley, Sr.

Mrs. Bulthuis administered the Oath of Office to Mr. Timothy McAuley Sr. Mr. McAuley was appointed by the Governor.

Prayer

Mrs. Bulthuis opened the meeting with prayer.

Roll Call

Ms. Clyburn called the roll.

Approval of the Agenda and the March 9, 2022 Board Minutes – Appendix A – (Action)

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the agenda for the April 13, 2022 meeting as well as the March 9, 2022 Board meeting minutes. On a roll call vote, the motion passed unanimously.

Board of Ethics Reminder

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.

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 the agenda for the evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time. No conflicts of interest were declared.

Standing Committee Reports

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

Budget and Finance Committee

February 2022 Financial Reports – Appendix B-1 (Action)

Dr. Bledsoe presented Appendix B-1, the Financial Reports for February 2022.

- As of February 28, 2022, County fund expenditures were \$521,044, or, 64% of the budget.
- As of February 28, 2022, there was \$423,897 available for Capital Expenditures in County funds.
- As of February 28, 2022, State fund expenditures were \$5,252,375 which was in line with 2020 spending.
- As of February 28, 2022, the Institutional fund balance was \$995,788.
- As February 28, 2022, the balance in the State Treasury Investment Fund account was \$199,411.

Mr. Absher made a motion, seconded by Mr. Knowles, to approve the February Financial Funds reports. On a roll call vote, the motion passed unanimously.

Write-Offs – Appendix B-2 (Action)

Dr. Bledsoe presented Appendix B-2 the 2022 write-offs. He reported that the total write-offs for 2022, were \$6,534.48. These lost funds resulted from failure to pay by 12 different students over the past three years. He noted that the collection efforts will continue through a collection agency and the NC Department of Revenue.

Following a question from Mrs. Hensley, Mrs. McBride noted that there is a fee associated with the collection efforts.

Mr. Knowles made motion, seconded by Mrs. Eggleston, to approve the write-offs for 2022. On a roll call vote, the motion passed unanimously.

February Foundation Funds Statement – Appendix B-3

Dr. Bledsoe presented Appendix B-3 the Foundation Fund Statement for the month ending February 28, 2022. The total fund balance for all three accounts is \$4,656,543.75. This reflects a market change decrease of \$116, 625.96 for the month. There was also a negative balance in the First Bank account of \$119,726.39. This was a grant transfer.

Grants Update – Appendix B-4 –

Dr. Bledsoe presented Appendix B-4 the grants update. He noted the College has received a grant from the NRA Western Region. The College has also applied for a grant through NC State University for funds to support beekeeping on campus.

Foundation Update

In addition to the reports. Mrs. Ervin informed the Board that the golf tournament was held on April 8, 2022. It was great weather and 16 teams played in the event with First Bank taking home 1st place and Fidelity Bank taking 2nd place. The event raised over \$17,000.

Building and Grounds Committee

Facilities/Construction Report – Appendix C

Dr. Bledsoe presented Appendix C the Facilities and Construction update.

Dr. Bledsoe reported that the College received a letter from HM Kern's legal counsel asking for the outstanding balance to be resolved. He noted office state construction responded asking for

the project to be completed before the outstanding funds be paid. Dr. Bledsoe reported on the issues that did not pass inspections during the most recent visit by State Construction.

Dr. Bledsoe gave an update on the greenhouse project, which is nearing completion, and offered to give members of the Board a tour of the greenhouse.

Personnel Committee

Employee Appointment Forms – Appendix D-1 – D-5

Dr. Bledsoe presented Appendix D-1 the personnel appointment form for Stephanie Weishner, Department Chair, Computer Information Technology, effective March 01, 2022. Mrs. Weishner was formerly the Dean of IT & Learning Resources.

Dr. Bledsoe presented Appendix D-2 the personnel appointment form for Michelle Grit, Dean of Student Services, effective March 01, 2022. Mrs. Grit formerly served as the Interim Dean of Student Services.

Dr. Bledsoe presented Appendix D-3 the personnel appointment form for Cody Starling Dean of Information Technology, effective March 01, 2022. Mr. Starling was formerly served as the Information System Administrator.

Dr. Bledsoe presented Appendix D-4 the personnel appointment form for Gregory Taylor, Director of Health & Public Safety effective March 01, 2022. Mr. Taylor formerly served as Director of Institutional Effectiveness.

Dr. Bledsoe presented Appendix D-5 the personnel appointment form for Sandra Clyburn, Assistant to the President, effective March 28, 2022.

Mrs. Eggleston made a comment on how nice it is to see employees being promoted from within the College.

Employee Separations Forms – Appendix D-6 – D-7

Dr. Bledsoe presented Appendix D-6 the Employee Separation form for Deanne Brown, former Director of Foundational Studies. He reported that she took a position as a Magistrate with Montgomery County.

Dr. Bledsoe presented Appendix D-7 the Employee Separation form for Donald Patterson, former Instructor of Arts & Science (Chemistry). Dr. Bledsoe noted this termination was a result of job abandonment.

Following a question from Mr. Knowles, Dr. Bledsoe reported on the current vacancy positions.

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Curriculum/Student Services Committee

Update from Vice President of Instruction and Student Services – Appendix E

Dr. Bledsoe shared information in Appendix E concerning recent activities in Instruction, Student Services, and Continuing Education.

Dr. Bledsoe reported on the following:

- Curriculum auditors are on campus conducting the biannual FTE audit.
- 69 eighth graders have been selected to join the Early College, Dr. Bledsoe noted that if someone does not select their selection into the Early College that slot will open for the next person.
- The Board was asked to complete a QEP Survey, the top subjects for consideration are onboarding and retention. Dr. Bledsoe noted that QEP is a formal process for the SACS review, however initiatives are always ongoing at the College.
- Campus events were highlighted including Winterfest, and Diversity Day.
- 50 firefighter participated in a live burn training.
- Approximately 60 people attended a NC Works job fair on April 7, 2022.

Legislative/Public Relations Committee

Legislative Updates

Dr. Bledsoe noted that there are no legislative updates at this time.

Marketing Update – Appendix F

Dr. Bledsoe reported on the MLK event that was held at the college in March. During this event over 10,000 meals were packed in under two hours, with the help of faculty, students, and volunteers within the community. These meals are packed and distributed to local food banks.

Greg Taylor, was featured in this week's press release, and media post with the new projects he is working on. The College continues to receive positive response to press releases and publications.

SGA Report – Appendix G

Ms. Inman, SGA President, reported that they have appointed a new SGA President, and four new Ambassadors for the upcoming school year.

Ms. Inman reported the PTK will hold their Induction ceremony on Tuesday, April 26, 2022 at 12:30 p.m. in the multipurpose room.

Student Services staff sponsored a Food Truck event on April 7, 2022. They will be holding another event on campus on May 3, 2022.

Ms. Bennet asked if there was a way the Board could come together as a whole to campus events. Mrs. Bulthuis, noted that all Board members are welcome, and encouraged to come to any event that's held on campus.

Following a question from Mrs. Eggleston, Dr. Bledsoe reported that name tags will be ordered for Board members.

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

Dr. Bledsoe presented Appendix H noting activities of the president during the previous month.

Dr. Bledsoe reported that he will continue to serving as President for the local Rotary for the next two months.

SACS will be on campus the first week in October in 2023.

Dr. Bledsoe extended an invitation for all to come out to PTK being held on April 26, 2022.

Employee day will be held on April 29, 2022. The College has 500 bales of straw that will be placed around campus on that day to beautify campus for graduation. Hot dogs will be served to all that come out and participate on that day.

Graduation will be held at the new high school auditorium this year, which allows for more seating for family.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix I-1 and I-2

Mrs. Bulthuis reported that she, Mrs. Eggleston, and Ms. Bennett were able to attend the NCAACT seminar in Raleigh.

BLET graduation will be held at 6:00 p.m. on May 3, 2022. Nurse Pinning Ceremony will be held at 4:00 p.m. on May 10, 2022. Graduation is May 11, 2022 at 7:00 p.m. Dr. Bledsoe reported that graduation will have a practice this year May 10, 2022 at 6:00 p.m. at the Montgomery Central High School. The Board Retreat will be held August 6, 2022. Please mark your calendars.

A revised calendar will be sent out to trustees.

Closed Session

Mr. Knowles made a motion, seconded by Mr. Price, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 to discuss the Presidential Evaluation at 7:04 p.m. The motion carried. Dr. Bledsoe left the meeting at 7:04 and returned at 7:41

Mr. Price made a motion, seconded by Mrs. Eggleston, to return to open session at 7:51p.m. The motion carried by acclamation.

Open Session

Report on closed session

Meeting in closed session, the Board of Trustees reviewed the President's 2022 evaluation and his contract. After discussion, Dr. Bledsoe was invited to return and both documents were discussed with him. No action was taken during closed session.

Dr. Bledsoe was complimented for his excellent evaluation and the outstanding job he does for Montgomery Community College. The evaluation process for 2022 is complete and notification will be sent to the NC State Board of Community Colleges.

Mr. Knowles made a motion, seconded by Mrs. Capel, to adjourn the meeting at 7:52 p.m. The motion carried by acclamation.

Claudia Bulthuis, Chairman

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

Appendix B-1

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries	251,387	174,901	76,486	70%
Benefits	125,725	95,103	30,622	76%
Contracted Services	16,496	14,008	2,488	85%
Supplies & Materials	35,340	20,964	14,376	59%
Professional Development (Travel)	2,799	200	2,599	7%
Utilities	322,178	253,169	69,009	79%
Repairs & Maintenance	21,403	14,729	6,674	69%
Membership & Dues	2,660	820	1,840	31%
Insurance & Bonding	31,172	1,701	29,471	5%
Other Current Expenses	5,876	4,451	1,425	76%
Non-Capitalized Equipment	964	-	964	0%
Total Current Expense	816,000	580,045	235,955	71%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's February 2022 Report	939,527
Add: Prior FY Property Tax Allocations from County Report	378,978
Add: FY22 Property Tax Allocation from County Report	68,716
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,562,222
Less: Prior FY Projects	(940,404)
Less: 2021-22 Projects - Gas Blower, Roof Repair-Blair, Parking Lots Lighting Upgrades, Firing Range Gate, Chiller Repairs	(191,522)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 03/31/22	\$ 430,295

Montgomery Community College
State Funds - Board Report for March 2022

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries- Full Time	4,713,619	3,209,394	1,504,225	68%
Salaries- Part Time	932,087	593,332	338,755	64%
Salaries- Full Time & Part Time	5,645,706	3,802,726	1,842,980	67%
Benefits	2,066,858	1,439,382	627,476	70%
Contracted Instruction	157,613	85,489	72,124	54%
Financial/Audit Services	16,392	11,009	5,383	67%
I.T. Contracted Services	11,276	7,276	4,000	65%
Other Contracted Services	10,581	4,208	6,374	40%
Contracted Services	195,862	107,982	87,880	55%
Supplies & Materials	267,839	159,463	108,377	60%
Professional Development & Travel	84,583	31,255	53,328	37%
Communications	71,699	26,284	45,415	37%
Equipment Repair	15,261	4,304	10,957	28%
Maintenance Agreements	83,608	12,147	71,461	15%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	98,869	16,451	82,418	17%
Advertising	135,698	46,019	89,679	34%
Other Current Services	104,234	42,474	61,760	41%
Software License Renewal	123,426	70,754	52,672	57%
Other I.T. Rentals/ Leases	107,828	53,032	54,796	49%
IT Rentals/Leases/Licenses	231,254	123,786	107,468	54%
Insurance and Bonding	20,000	-	20,000	0%
Membership & Dues	32,919	5,510	27,409	17%
Minor Equipment	91,378	14,273	77,105	16%

Montgomery Community College
State Funds - Board Report for March 2022

Appendix B-1

2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
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Total Current Expense	9,046,899	5,815,603	3,231,296	64%
Equipment	350,334	36,605	313,729	10%
Perkins Equipment	23,319	22,916	403	98%
Books	37,719	16,787	20,932	45%
Equipment & Books	420,867	85,802	335,064	20%
Total Expenses	9,467,766	5,901,406	3,566,360	62%

NOTE: Received budget in February. Budget stabilization funds are included which are keeping our percentages low. These funds will carry to next year. Also, equipment on order is scheduled to be received in May or June.

Montgomery Community College
Institutional Funds- Board Report for March 2022

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 03/31/22
1 Pell Overpayments	(5,076)	-	-	(5,076)
Veterans Reporting Fee	1,987	608	275	2,320
Overhead Receipts 75%	14,536	3,965	1,645	16,855
Current General & Miscellaneous	23,722	597	597	23,722
Administrative Support	1,046	1,048	2,094	-
Overhead Receipts 25%	11,456	1,322	-	12,778
Excess Fee Receipts	-	111	111	-
Textbook Rental	41,624	190	14,213	27,601
College Work Study	-	16,532	16,532	-
2 CARES Act-Institutional	-	241,918	308,352	(66,434)
Lost Revenue HEERF II	183,588	-	26,485	157,102
Total Institutional Support	272,882	266,290	370,303	168,868
Forestry Program	6,456	-	591	5,865
Specific Fees	104,391	63,495	51,010	116,876
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	16,893	-	111	16,782
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	72,588	13,732	958	85,362
Total Curriculum Instruction & Fees	202,309	77,227	52,669	226,866
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	90,410	31,412	18,236	103,587
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,498	240	299	9,440
Specific Fees: Occupational Extension	100,491	23,350	5,133	118,707
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	55,054	18,000	25,269	47,785
3 DOL-AWESM Grant	(10,156)	21,194	21,194	(10,156)
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
LSTA Grant	-	820	820	-
Total Cont Ed/Non-Curriculum Inst & Fees	265,148	95,016	70,951	289,213
4 NCWorks Grant Adult Services/Dislocated Worker	-	89,153	109,321	(20,168)
4 NCWorks Finish Line Grant	(1,104)	724	1,681	(2,061)
Total NC Works	(1,104)	89,877	111,003	(22,230)
Operational Funds	61,997	1,000	30,894	32,103
5 Sales Tax Utilization	-	179,224	191,522	(12,298)
Agricultural Expansion	(88,875)	200,000	99,588	11,538
Total Plant Operation & Maintenance	(26,878)	380,224	322,004	31,342
Vending	14,268	8,378	6,314	16,332
Bookstore Vending	58,121	5,175	-	63,296
General Store	1,327	12	23	1,316
Parking Fee	28,137	2,788	-	30,926
Student Government Association	38,075	22,615	11,716	48,974
Graduation Fund	2,628	1,810	-	4,438

Montgomery Community College
Institutional Funds- Board Report for March 2022

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 03/31/22
Student Ambassador	28,831	2,523	-	31,354
Club Accounts	51,579	-	-	51,579
6 Agency Fund	(22,502)	-	-	(22,502)
Funds for Others	4,886	-	-	4,886
Restricted Scholarships Held	5,100	-	-	5,100
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	210,449	43,302	18,053	235,699
GEER Scholarship	98	1,597	1,597	98
FSEOG	400	25,772	25,772	400
7 Pell Grant	(6,906)	782,587	783,384	(7,703)
Education Lottery Scholarship	-	24,699	23,613	1,086
Golden LEAF	-	23,489	23,489	-
NC Community College Grant	83	36,620	35,917	786
High Demand/Low Enrollment	175	1,575	1,750	-
8 MCC Foundation Scholarship	1,249	77,909	140,385	(61,227)
Wells Fargo Scholarship	-	500	500	-
Less Than Half-time	-	1,051	876	175
SGA President Scholarship	-	1,500	1,500	-
SECU Scholarships	-	6,250	6,250	-
LongLeaf Commitment Grant	-	10,943	10,943	-
NCSEAA FELPS Sch	362	3,000	3,000	362
CARES Act-Student	-	462,968	462,968	-
Total Student Aid- Grants & Scholarships	(4,539)	1,460,459	1,521,944	(66,023)
Capital Projects- Sales Tax Utilization/Ag Expansion	115,025	168,088	283,113	-
Metal Finishing Lab	0	106,000	1,897	104,103
9 Golden LEAF-FY2020-085	(58,733)	140,983	177,277	(95,027)
Total Capital Assets	56,292	415,070	462,287	9,076
Total Institutional Funds: First Bank	974,559	2,827,466	2,929,213	872,811
STIF Account as of 03/31/22		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		46	45,089	45,136
Self Supporting- Continuing Education		11	10,900	10,911
Technology Fees		82	80,056	80,138
Bookstore		65	63,196	63,261
Total Institutional Funds: State Treasury		204	199,241	199,445

- 1 Pell Overpayment(Due from Students)
- 2 Due from Dept. of Education
- 3 Due from Forsyth Tech
- 4 Due from NC Works (WIOA)
- 5 Due from County
- 6 FA Bookstore Charges
- 7 Due from Students
- 8 Due from MCC Foundation
- 9 Due from Golden Leaf

Montgomery Community College Foundation

Funds Statement FY 2021-2022

Appendix B-2

Fiscal Year To Date 7/1/2021 thru 6/30/2022

	Wells Fargo	STIF	First Bank	Total
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Beginning Value	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97
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Receipts

Interest/Dividends	\$57,631.56	\$410.05	\$17.48	\$58,059.09
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Deposits	\$35,920.00	\$140,357.19	\$257,891.21	\$434,168.40
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Total Receipts	\$93,551.56	\$140,767.24	\$257,908.69	\$492,227.49
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Disbursements

Fees/Withdrawals	\$87,957.75	\$303,306.62	\$209,939.39	\$601,203.76
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Total Disbursements	\$87,957.75	\$303,306.62	\$209,939.39	\$601,203.76
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Market Value Net

Change	(\$151,142.14)	\$0.00	\$0.00	(\$151,142.14)
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Ending Value	\$4,170,513.19	\$303,287.46	\$136,790.91	\$4,610,591.56
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Net Change	(\$145,548.33)	(\$162,539.38)	\$47,969.30	(\$260,118.41)
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Month of March 2022

	Wells Fargo	STIF	First Bank	Total
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	\$4,139,294.02	\$408,957.61	\$108,292.12	\$4,656,543.75
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	\$13,876.09	\$66.66	\$1.89	\$13,944.64
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	\$4,645.00	\$3,987.00	38,300.00	\$46,932.00
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	\$18,521.09	\$4,053.66	\$38,301.89	\$60,876.64
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	\$3,219.16	\$109,723.81	\$9,803.10	\$122,746.07
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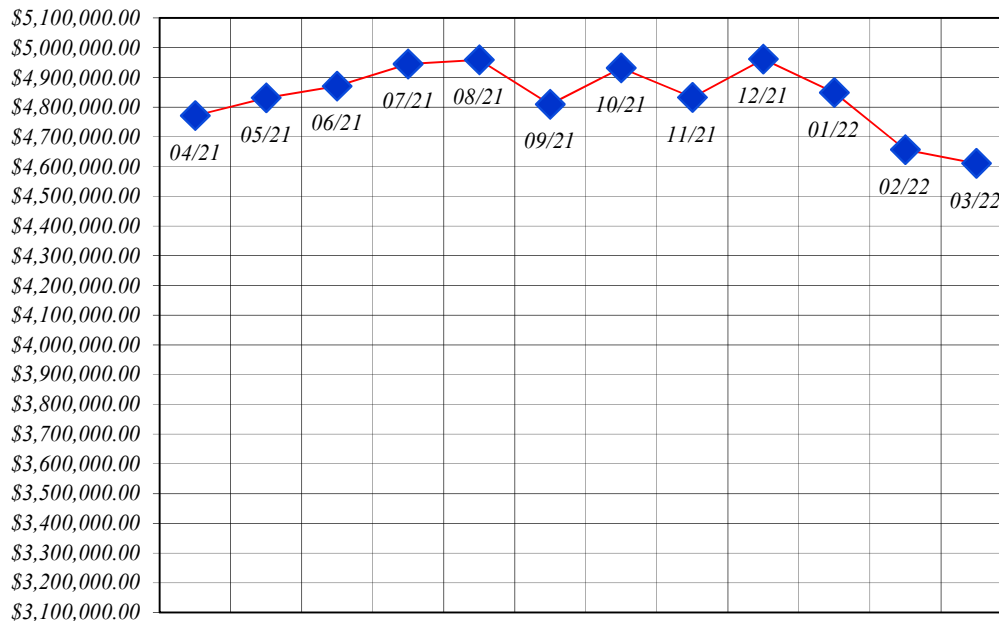
	\$3,219.16	\$109,723.81	\$9,803.10	\$122,746.07
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	\$15,917.24	\$0.00	\$0.00	\$15,917.24
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	\$4,170,513.19	\$303,287.46	\$136,790.91	\$4,610,591.56
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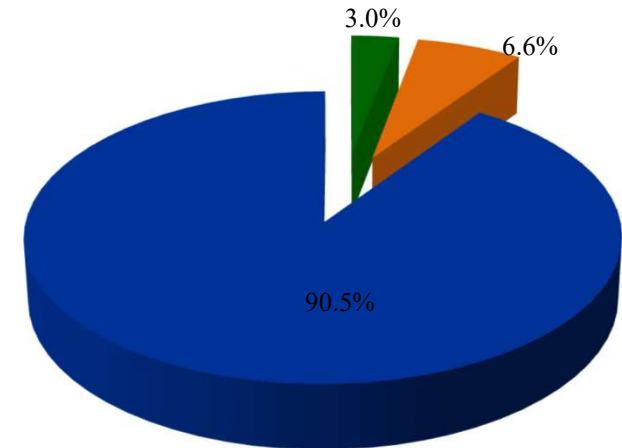
	\$31,219.17	(\$105,670.15)	\$28,498.79	(\$45,952.19)
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Foundation Funds Value



April 2021 - March 2022

Foundation Funds Distribution



First Bank STIF Wells Fargo

Grants Applied or in Process 2022					
CSX - Transportation	CSX - Pride in Service Grant	Funding to supporting the Continuing Education Health and Public Safety - Fire Training Center. Purchasing 20 and 40 foot ConEx metal storage containers for training props.	1 Year	\$25,000	Submitted April 14, 2022
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
Montgomery Fund	Fire/Rescue Expo Assistance	Funds will be used to purchase promotional items for registered exp participants.	1 Year	\$3,500	Submitted April 17, 2022
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
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted November, 2021 (March 2022 award letter from NRA- W received)
Grants Awarded 2021 - 2022					
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted November, 2020 Received \$4,000 from NRA W 8-2021 Received \$4,000 from NRA E 9-2021
Montgomery Fund	Nurse Aide Certification Financial Assistance	Funding will be used to assist those with financial need to help cover the cost of the Nurse Aide certification testing.	1 year	\$3,000	Submitted April, 2021 Received June, 2021
People Helping People (REMC)	Success Studio	The fund will be used to purchase equipment to create a Success Studio for patrons to come into the library when they need a virtual space for job interviewing or creating a video profile of themselves during a job search.	1 year	\$2,000	Submitted May, 2021 Received July, 2021

Montgomery Community College Facilities and Construction Update May 2022

Construction

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

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

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

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

- **Greenhouse Project**

Training on the operation and maintenance of the equipment and controls took place on April 14, 2022.

New equipment for the hoop house has been installed. The contractor should be finishing up the hoop house in the next few weeks.

- Budget: (Golden Leaf) \$375,000 (County Agricultural Expansion) \$132,000
- Disbursed to Date: (Golden Leaf) \$311,009.47 (County Agricultural Expansion) \$111,937.50

- **Metal Finishing Room (Gunsmithing)**

Maintenance has been touching up the paint in the area while we wait for exhaust hoods to arrive. New double doors were installed and will be painted soon.



Facilities

- **Lighting**

Maintenance has been replacing existing fluorescent lights with LED's in Building 600.

- **HVAC**

HVAC equipment is being serviced in preparation for warmer weather.

- **Grounds**

The Maintenance staff, led by Marcus Ervin, held an Employee Work Day and Cook-out on April 29, 2022. Approximately 30 volunteers to help spread out 500 bales of pine needles throughout campus.



Montgomery Community College
HVAC Renovation to Upgrade HVAC Systems for Air Filtration to Prevent the Spread of COVID-19
HEERF Funding - Approved by the Department of Education

Projects	Units	Estimated Replace Cost	Actual Bid	Over/(Under) Estimate
<u>United Mechanical</u>				
Air Handler Unit Replacements - Blair Hall (Bldg 100)	5 Air Handler Units in Blair Hall	\$ 351,000	\$ 398,260	\$ 47,260
Chiller Replacement - Blair Hall (Bldg 100)	Complete chiller set up	\$ 130,000	\$ 115,820	\$ (14,180)
GPS Filtering System (Blair and Capel Halls)	New Air Cleaning System	\$ 51,700	\$ 38,027	\$ (13,673)
		<u>\$ 532,700</u>	<u>\$ 552,107</u>	<u>\$ 19,407</u>
<u>Superior Mechanical</u>				
Campus Heat Pumps (Bldgs 300 & 500)	Complete Split Heat Pump System	\$ 39,000	\$ 44,390	\$ 5,390
TOTAL PROJECTS		<u>\$ 571,700</u>	<u>\$ 596,497</u>	<u>\$ 24,797</u>
		4.2%		

NOTE (1) - Blair Hall air handler units project scope increased with a change order to install 4-VAV boxes in the Workforce Dev Center to tie the new AHU to existing control graphics.

NOTE (2) - Projects will improve ventilation and efficiency, clean, sanitize, and deodorize indoor air.

Montgomery Community College Concrete Repairs Proposal May 2022

Repair and Extend Sidewalks - \$8,278

- Repair sidewalks with severe damage between Blair and Capel Halls
- Extend the sidewalk along the Workforce Development Center to the basketball court to the 3rd hall entrance to Blair Hall (near the Dental Assisting classroom)
- Repair the ramp outside of the Taxidermy department

Demolish and Replace Sidewalk - \$9,500

- Demo existing sidewalk behind Chapel Hall
- Pour a new sidewalk extending out from the building 9 feet

Repair Sidewalk and Curb Trip Areas - \$6,485

- Grind down 45 different areas in sidewalks and curbs



Personnel Appointment

Name of Person	Mikayla Strong
Position	Full Time, Retention Specialist
Position Category	Staff- Level
Salary	
Date of Employment	04/01/2022
Budget Information	02-328-00-511300-00000 75% 11-363-83-511300-33276 25%

Position Description

The Retention Specialist is responsible for supporting students entering manufacturing related programs. Specifically CNC Machining, Industrial Systems Technology, Mechatronics, and Welding. They will provide regular guidance on educational requirements/processes, apprenticeship/work based learning opportunities, employment, and supportive services.

Education and Certifications

School/Certification	Years Attended	Degree
East Carolina University	2014-2020	Bachelor of Science-Business

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	10/2021 – 03/2022	Part-time, Retention Specialist
Bowen Cleaners	05/2018-08/2018	Customer Service Representative
Sandy Ridge Assisted Living	05/2015-08/2015	Certified Nursing Assistant 1

Hiring Committee

Person	Position
N/A	N/A

Board Report Instruction and Student Services May 11, 2022

Instruction

The NCCCS Curriculum Auditors completed their review of Curriculum, Career and College Readiness, and Continuing Education courses. The College is waiting on the final letter on the audit but expects no significant findings. Thank you to all faculty and staff who provided the information needed to complete this task.

Health and Human Services

The Pinning ceremony for nursing will be held on May 10, 2022 at 4:00 p.m. in the Multipurpose Room. There are currently nine Practical Nursing Students (LPN) and eight Associate Degree Nursing Students (ADN) students on track to complete the program. Current Phlebotomy students are registered to complete their ASPT Certification Exam on May 3, 2022 at MCC. An exam review was held on April 26, 2022 to assist students with preparing.

Career and Technical Education

The students representing MCC competed in both the high school and college-level masonry competition at the state Skills USA competition in Greensboro. Though no MCC students placed, a number of MCS students/teams did place. Key MCC personnel have completed the Greenhouse Operator Training and final preparations are being made to start planting in the greenhouse. Programs in the CTE building and around campus are using the fork lift more to move instructional materials. To keep our students and staff safe, the college staff are providing Fork Lift Training for employees. Kevin Lamonds is teaching this hybrid class. The final parts for the Hoop House have arrived and the contractor will install them soon. The CTE faculty will be attending workshops in May in Immersive Learning and Perkins Leadership.

Arts and Sciences

Thirty-one students participated in the PTK Induction Ceremony on April 26, 2022. This was the first time in two years that the College has been able to publically induct students into the academic honor society. Thank you to all who participated in the important event. Arts and Science Faculty are winding down the semester, completing course and program evaluations, and setting goals for next year.

Quality Enhancement Project

The QEP team continues to work on narrowing the final topic for the College's QEP project. The team is working with focus groups and survey input to make sure that all College community members have an opportunity to be heard.

Student Services

Recruitment and Retention

The College's selective admissions programs are currently full with a "waiting list" being set up for the Dental Assisting, Gunsmithing, and LPN Programs. The ADN program held an orientation and currently 22 first year students have been accepted for the Fall. Staff will be participating in the Candor Block Party on May 6, 2022 and the May Day events on May 7, 2022.

Registration

Graduation plans are well under way. Rehearsal will be held Tuesday, May 10, 2022 at 6:00 p.m. Food and alumni gifts will be distributed at that time. Graduation will be held on Wednesday May 11, 2022 at 7:00 p.m. in the auditorium at Montgomery Central. Current graduation numbers duplicated 246, unduplicated 152. Currently 101 students plan to participate in graduation with 57 of those being traditional students, 9 Career and College Promise students, and 41 Early College Students.

Continuing Education**Business and Industry Services**

On April 7, 2022 MCC hosted a fall prevention class for Aberdeen Carolina Western Railroad employees at no cost. This opportunity was made possible by the Customized Training program. MCC received \$40,000 in funding from Apprenticeship NC for advertisement purposes to help educate and recruit both new employers and students.

College and Career Readiness (CCR)

CCR staff are relocating a virtual welder to Candor Elementary to provide contextualized learning opportunities for students enrolled in the English language learner program. This will allow students to learn a trade while mastering the English language.

Health and Public Safety

The Health and Public Safety program was awarded a \$2,000 grant from Wal-Mart to fund live burn propane props for fire and emergency training purposes.

Heritage Crafts

The second annual MCC pottery sale completed over \$1,000 in sales with 20 percent of sales going to the Pottery Scholarship Fund.

NCWorks

NCWorks staff presented at the April Regional Partnership Workforce Board meeting. Highlights included employer engagement events, six Workforce Innovation and Opportunity Act (WIOA) program participants who are graduating this spring, three WIOA youth participants who completed their occupational training programs, and one who will be completing a work experience program with a local pharmacy. Lastly, the Michael Butler story was shared. Seven months after being released from prison, Michael Butler contacted NCWorks for job search assistance. After discussions with a career advisor, Michael decided on truck driving training. He was enrolled in the WIOA program, attended Future Truckers of America's (FTA) four week training course, and successfully obtained full-time employment a week prior to graduating from FTA. Michael is employed as a truck driver with Jordan Lumber Company. He is very appreciative of WIOA and excited about his success.

Small Business Center (SBC)

On April 27, 2022 the Small Business Center hosted the Uwharrie Marketing Summit in partnership with Stanly Community College's Small Business Center. The 20 plus attendees learned about knowing who their ideal customer is, using Instagram, and social media marketing mistakes.

Board Report - Marketing Update – May, 2022 Meeting

Foundational Initiatives (new tools and resources needed for success)

Skilled Trades Brochure – complete, at printer!

Annual Report writing begins

Fall enrollment campaign ideas taking shape

Scoping out Fall Tabloid

Promotional Activities (events and advertising purchased)

Forestry Ad 4/27

Block Party Ad 4/27



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

Foundation Awards

Tim McAuley to BOT

Golf Tournament

Phi Theta Kappa Ceremony



Press Pickups

MLK Day On 4/13

Foundation Awards 4/27



Social Media Statistics (Facebook)

2021-2022	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Reactions	New metric		941	1011	567	248	856	864	644			
Comments/Shares	New metric		187	204	102	161	255	173	305			
Reached	6,760	6,958	10,312	11,417	6,350	12,948	14,334	14,102	9,081			
Engaged	1,568	989	2,252	2,056	2,188	1,827	3,025	3,685	2,972			
New Followers	26	34	25	42	14	49	32	30	25			
Total Followers					3,198	3,249	3,277	3,306	3,320			

Student Government Association

The SGA along with Student Services staff organized one last “Food Truck Event” on May 3, 2022. SGA Officers and Ambassadors will serve as Graduation Marshalls for the May 11, 2022 Graduation ceremony.

**President's Report
May 11, 2022**

Activities since the April Board Meeting

04/14/22	Troy Rotary Meeting
04/19/22	VP Meeting
04/20/22	NCAACP Monthly Meeting
04/20/22	Director of Institutional Effectiveness Interviews
04/21/22	SBCC Board Meeting
04/25/22	MCC Campus Tour with Mr. Ted Blake
04/26/22	Cabinet Meeting
04/27/22	CTE Business Advisory Committee
04/28/22	Foundation Fund Interviews
04/29/22	Employee Work Day
05/03/22	VP Meeting
05/03/22	BLET Graduation
05/04/22	Montgomery County Employer Breakfast
05/06/22	Candor Block Party (Small Business Center)
05/10/22	Cabinet Meeting
05/11/22	Board of Trustees Meeting
05/11/22	MCC Graduation

Upcoming Activities

05/13/22	Presidents' Casual Conversation Meeting
05/17/22	VP Meeting
05/18/22	NCAACP Monthly Meeting
05/19/22	SBCC Board Meeting
05/25/22	SBC Advisory Board Meeting

Board of Trustees Information

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



Board of Trustees Calendar of Events

2022

May 10, 2022	4:00 p.m.	Nursing Pinning
May 10, 2022	6:00 p.m.	Graduation Rehearsal
May 11, 2022	11:30 a.m.	Foundation Board Meeting
May 11, 2022	5:30 p.m.	Board Meeting
May 11, 2022	7:00 p.m.	Graduation
May 23, 2022	7:30 p.m.	MCEC Grauation (High School Football Field)
June 8, 2022	5:30 p.m.	Committee/Board Meeting
June 8, 2022	All Day	Save the Date for Legislative Day in Raleigh
July, 2022		No Board Meeting
August 6, 2022	8:00 a.m.	Board Retreat/Meeting
September 14, 2022	5:30 p.m.	Committee/Board Meeting
October 12, 2022	5:30 p.m.	Committee/Board Meeting
November 8, 2022	5:30 p.m.	Committee/Board Meeting
December 9, 2022	6:00 p.m.	Board Christmas Dinner



MONTGOMERY COMMUNITY COLLEGE

April 29, 2022

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 as 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, 2021 to March 14, 2022. The evaluation was completed on April 13, 2022.

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 February 09, 2022 Board meeting, Chairman Bulthuis notified the Board that a packet containing information for the evaluation was available to all trustees. The packet included a letter describing the contents of the packet and the confidential nature of the information given, results of the direct reports' evaluation, a job description of the President, goals of the President, a presidential evaluation instrument, and a return envelope addressed to Chairman Bulthuis. All Trustees reported receiving the information.

Completed instruments were received from 11 of the 12 members of the Board. Chairman Bulthuis presented a compilation of the evaluation and reviewed the results with the Board of Trustees at the Board of Trustees Meeting held on April 13, 2022. Results were shared with Dr. Bledsoe at the April 13, 2022 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. In light of the COVID pandemic, a 7th category was added to evaluate the President's response. In addition, the Board commented on the areas of strength and recommendations for improvement.

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

At the Board of Trustees meeting held on April 13, 2022, the minutes reflect that the Board of Trustees went into closed session to discuss the president's evaluation. During the closed session, Chairman Bulhuis 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 Bulhuis and the Trustees then shared the results of the evaluation with Dr. Bledsoe. In open session it was noted the 2022 Presidential evaluation is completed. A letter of notification is to be sent to the State Board of Community Colleges.

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. Trustee quote: "Dr. Bledsoe has the confidence of his management team and the Board of Trustees has confidence in the leadership of Dr. Bledsoe."

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. Bulhuis
Chairman
Montgomery Community College
Board of Trustees

cc: Mr. Thomas Stith, NCCCS President
Bryan Jenkins, Executive Director of Accountability and State Board Affairs
Personnel File – Dr. Bledsoe
MCC Board of Trustees