

Montgomery Community College
Board of Trustees
Board Retreat and August Board Meeting
August 7, 2021 at 8:00 a.m.
Hybrid Meeting Information Sheet

To access the meeting, please call in using the number below, and when prompted, enter the meeting ID code. You may begin calling in as early as 8:10 a.m. to give yourself enough time to troubleshoot if needed.

After you enter the meeting ID code, please state your name so we can hear you when you enter the meeting. Mrs. Bulthuis will take roll again at 8:30 a.m.

Call in number: +1 646 558 8656 **Meeting ID Code:** 995 6905 9102

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

<https://zoom.us/j/99569059102?pwd=UndlZDhYTdZhFZCtKdUt6RDNrMHRvdz09>

If you experience technical difficulties or have questions, please email Courtney Atkins at atkinsc6516@montgomery.edu.

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
BOARD RETREAT & AUGUST MEETING
AGENDA**

The Annual Board Retreat and August Meeting of the Montgomery Community College Board of Trustees will be held in the Blair Auditorium. The meeting will be held in a hybrid format on Saturday, August 7, 2021 at 8:00 a.m. The Board will meet as a committee of the whole.

8:00 a.m.

Breakfast.....All

- **Hand Out Fun Fact Worksheet**

8:30 a.m.

Call to Order Claudia Bulthuis, Chairman

Prayer..... Claudia Bulthuis

Oath of Office Claudia Bulthuis

Roll Call Courtney Atkins

Election of Officers Claudia Bulthuis

Welcome and Announcements..... Claudia Bulthuis

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

Board of Ethics Reminder..... Claudia Bulthuis

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

8:40a.m.

2020-21 Strategic Plan Update..... Dr. Chad Bledsoe

8:50 a.m.

Trustee Handbook Review Claudia Bulthuis

Overview of College Budgeting Process.....Jeanette McBride

9:15 a.m.

MCC Program of Study Quiz Claudia Bulthuis

9:30 a.m.

Standing Committee Reports..... Dr. Chad Bledsoe

Budget & Finance Committee

- June Financial Reports – **Appendix B-1 (Action)**
- June Foundation Fund Statements – **Appendix B-2**
- Grants Update – **Appendix B-3**

Building & Grounds Committee

- Facilities/Construction Report – **Appendix C-1**
- Blair Hall & Outdoor Amphitheater Final Project Closeout – **Appendix C-2 (Action)**

Personnel Committee

- Notice of Resignation
 - Systems Administrator – **Appendix D-1**
 - Automotive Instructor – **Appendix D-2**
 - Taxidermy Instructor – **Appendix D-3**
 - Sustainable Agriculture Instructor – **Appendix D-4**
- Notice of Retirement
 - Director of Records – **Appendix D-5**
 - Financial Aid Assistant – **Appendix D-6**
- Personnel Appointments
 - Director of Institutional Effectiveness/SACS Liaison – **Appendix D-7**
 - Sustainable Agriculture Instructor – **Appendix D-8**
 - Data Entry Clerk – **Appendix D-9**
 - Automotive Instructor – **Appendix D-10**
 - Systems Administrator – **Appendix D-11**
 - Medical Assisting Department Chair – **Appendix D-12**
 - Director of Heritage Crafts – **Appendix D-13**

Curriculum/Student Services Committee

- Update from Vice President of Instruction/Student Services – **Appendix E-1**
 - Instruction, Student Services and Continuing Education
- 2020-21 Class Visitation Report – **Appendix E-2**

Legislative/Public Relations Committee

- Legislative Update
- Marketing Update – **Appendix F-1**

Institutional Status Committee

- Board Policy Manual
 - Policy 7.1.9, Information Security Plan – **Appendix G-1 (First Reading)**

SGA Report – No Update

10:15 a.m.

President's Report Dr. Chad Bledsoe

- Activities Since Previous Board Meeting – **Appendix H-1**

10: 45 a.m.

Break and Fun Fact Exercise..... Courtney Atkins

11:00 a.m.

Annual Report

- Introduction..... Kelly Morgan and Dr. Chad Bledsoe
- FoundationKorrie Ervin
- FacilitiesJeanette McBride and Dr. Chad Bledsoe
- Continuing Education, Instruction, and Student Services Lee Proctor
- Financials Jeanette McBride

11:45 a.m.

Chairman’s Report Claudia Bulthuis

- Calendar of Events – **Appendix I-1**
- Going Forward

12:00 p.m.

Adjourn Claudia Bulthuis

- Facilities Tour (**Optional**) **Dr. Chad Bledsoe**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, June 9, 2021

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, June 9, 2021 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. The following members were present:

Present

Phil Absher **R**
Tawanda Bennett **R**
Claudia Bulthuis
Gelynda Capel **R**

Susan Hershberger
Gordon Knowles
Bill Price

Absent

Dr. Katie Dunlap
Robert Harris
Kerry Hensley
Dr. Philip Jones

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction/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 Courtney Atkins, Assistant to the President.

Mrs. Bulthuis opened the meeting with prayer.

Roll Call

Ms. Atkins called the roll.

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 SB 704. Mrs. Bulthuis reported that Mrs. Gelynda Capel was reappointed by the Montgomery County School Board to serve another term. Mrs. Susan Hershberger will be leaving the Board this month and tonight is her last meeting. Mrs. Bulthuis thanked both Trustees for their service to the Board of Trustees.

Approval of the Agenda and the May, 2021 Board Minutes – Appendix A – Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the June 9, 2021 meeting and the May, 2021 Board Meeting Minutes. On a roll call vote, the motion passed unanimously.

Board of Ethics

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest. No conflicts of interest were declared.

STANDING COMMITTEE REPORTS

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

Budget and Finance Committee

May Financial Reports – Appendix B-1 (Action)

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

- As of May 31, 2021, County fund expenditures were \$716,829 or, 90% of the budget. It was noted that insurance renewals will be paid in June.
- As of May 31, 2021, there were \$426,040 available for Capital Expenditures.
- As of May 31, 2021, State funds expenditures were \$8,107,479 or, 87% of the budget. Dr. Bledsoe noted that there are a number of items that will be expended before the end of the fiscal year.
- As of May 31, 2021, the Institutional Fund balance was \$886,585.
- As of May 31, 2021, the balance in the STIF account was \$199,204.

Mrs. Capel joined the meeting at 6:07 p.m.

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

April Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the April Foundation Fund Statement. As of April 30, 2021, the balance of Foundation Funds totaled \$4,771,338.49.

Grants Update – Appendix B-3

Dr. Bledsoe shared Appendix B-3, the Grants Update. He reported that four grants have been submitted and an update will be shared on the status of the grants when the College receives notification.

Foundation Update

Mrs. Ervin gave an update on the Foundation. She received the first donated raffle item for the Fall Fundraiser. The annual Fall Foundation Fundraiser and Raffle is anticipated to be held in early October at the Troy TownStage.

Building and Grounds Committee

Facilities Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the Facilities Report. The Amphitheater and shelter are complete with the MCC seal and the area has been seeded with grass. The new firing range is almost complete with grass hydro-seeded berms and gravel distribution. The Gunsmith instructor office renovations are complete with minor electrical revisions to be completed.

Construction Update – Appendix C-2

Dr. Bledsoe presented Appendix C-2, the Construction Update. The bathrooms in Blair Hall are being repaired. The Blair Hall and Outdoor Amphitheater renovations project will be closed out next month and was under budget by \$9,000. The Building 500 lot and Forestry Shed have been completed. The Greenhouse Construction bids closed on May 4, 2021 with Jeffrey Webb Construction winning the bid of \$229,512.50. The Greenhouse Project will begin soon.

Parking Lot Resurfacing – Appendix C-3 (Action)

Dr. Bledsoe presented Appendix C-3, an update on the Parking Lot Resurfacing project. Dr. Bledsoe referenced the photo of campus grounds and the color coded areas. He noted that the parking lot needs to be resealed and repainted. The Forestry and Pottery area parking lots are not included in the project due to those areas being in good condition. Dr. Bledsoe requested submitting a bid for resurfacing and repainting the parking lot not to exceed \$350,000. The cost would come from quarter cent sales tax.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Parking Lot Resurfacing project not to exceed \$350,000. On a roll call vote, the motion passed unanimously.

Personnel Committee2021-2022 Contract Renewals – Appendix D-1 (Action)

Dr. Bledsoe shared Appendix D-1, the 2021-2022 Contract Renewals. Dr. Bledsoe recommended that the employees listed be for contract renewal for 2021-2022 be approved.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the 2021-2022 Contract Renewals. On a roll call vote, the motion passed unanimously.

Blanket Travel Authorization – Appendix D-2 (Action)

Dr. Bledsoe presented Appendix D-2, the Blanket Travel Authorization form for his travels in 2021-2022.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Blanket Travel Authorization form. On a roll call vote, the motion passed unanimously.

Contract Non-Renewal – Appendix D-3

Dr. Bledsoe shared Appendix D-3, the Contract Non-Renewal form for David Hendrix, Foundation Studies Instructor.

Notice of Resignation – Appendix D-4

Dr. Bledsoe shared Appendix D-4, the Notice of Resignation from Jessica Russell, NCWorks Customer Service Specialist.

Curriculum/Student Services Committee

Update from Vice President of Instruction and Student Services – Appendix E-1

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

Dr. Bledsoe reported that the 2020-2021 Phlebotomy class has an eighty-nine percent passing rate for the licensing exam (8 out of 9 on the exam). The first Practical Nursing students will take the NCLEX on June 9, 2021 and the first Associate Degree Student is scheduled to take the exam on June 11, 2021. The first Montgomery Community College Intern with the Department of Energy, Michael Gardner, will start his 4-week program on June 1, 2021 in Fort Smith, Arkansas.

Student Services

Dr. Bledsoe shared an update from Student Services. The Financial Aid office received the first batch of FAFSAs for 2021-2022. There were almost 600 students in this first group.

Continuing Education

Dr. Bledsoe shared an update from Continuing Education. The Small Business Center wrapped up the Reboot 2021 Webinar Series on May 27, 2021. The SBTDC (Small Business and Technology Development Center) received funding to partner with the SBCN (Small Business Center Network) to develop and present a three-session workshop series on business recovery and resiliency to support businesses impacted by COVID-19. Each SBC developed and presented three workshops/webinars that focused on areas of marketing, finance, and operations.

Student Fee Chart – Appendix E-2 (Action)

Dr. Bledsoe presented Appendix E-2, the Student Fee Chart for approval.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Student Fee Chart. On a roll call vote, the motion passed unanimously.

Legislative/Public Relations Committee

Legislative Updates

Dr. Bledsoe shared a Legislative Update. He expects the senate budget to be released soon and noted that the Community College System President continues to advocate for a raise for Community College employees.

Marketing Update – Appendix F-1

Dr. Bledsoe shared Appendix F-1, the Marketing update. He discussed the annual report and the fall campaign will be completed and shared soon. New promotions have been purchased. Press release stories that have been shared are noted in the report.

Institutional Status Committee – No Update

SGA Report – Appendix G

Mrs. Bulthuis shared Appendix G, the SGA Report. She noted that the Student Government Association continues to do a good job keeping students involved.

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

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

- Dr. Bledsoe shared that he has attended several virtual and in person meetings at the state and local level.
- Dr. Bledsoe reported that he attended a meeting on textile employment needs with Lancer Corporation.
- Dr. Bledsoe attended a virtual meeting on HEERF 3 funding today.
- Dr. Bledsoe shared a request from Heritage Crafts to hold a brewery course. He noted that the course would not violate any MCC policies or procedures.

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

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

- Mrs. Bulthuis shared that the Board Retreat will be held on August 7, 2021 with breakfast served at 8:00 a.m. and the meeting beginning at 8:30 a.m. Topics discussed at the retreat will be taken from comments from the Board of Trustees Self-Evaluation survey.

Mrs. Bulthuis presented Mrs. Hershberger with a MCC mug filled with flowers and thanked her for her service to the Board of Trustees.

Board of Trustees Self-Evaluation

Mrs. Bulthuis shared the results received from the Board Self-Evaluation survey.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to adjourn the June 9, 2021 Board meeting at 7:00 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Regular Meeting of the Board of Trustees
Montgomery Community College
Roll Call**

Wednesday, June 9, 2021

<u>Board Members</u>	<u>Approval of the Agenda and Minutes</u>	<u>Financial Reports</u>	<u>Parking Lot Resurfacing</u>	<u>Contract Renewals</u>	<u>Blanket Travel Authorization</u>	<u>Student Fee Chart</u>
Phil Absher R	Yes	Yes	Yes	Yes	Yes	Yes
Tawanda Bennett R	Yes	Yes	Yes	Yes	Yes	Yes
Claudia Bulthuis	Yes	Yes	Yes	Yes	Yes	Yes
Gelynda Capel R	Absent	Yes	Yes	Yes	Yes	Yes
Dr. Katie Dunlap R	Yes	Yes	Yes	Yes	Yes	Yes
Robert Harris	Absent	Absent	Absent	Absent	Absent	Absent
Kerry Hensley	Absent	Absent	Absent	Absent	Absent	Absent
Susan Hershberger	Yes	Yes	Yes	Yes	Yes	Yes
Dr. Philip Jones	Absent	Absent	Absent	Absent	Absent	Absent
Gordon Knowles	Yes	Yes	Yes	Yes	Yes	Yes
Bill Price	Yes	Yes	Yes	Yes	Yes	Yes

**Montgomery Community College
County Funds - Board Report for June, 2021**

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Salaries	250,416	250,416	-	100%
Benefits	130,017	130,017	-	100%
Contracted Services	16,567	16,567	-	100%
Supplies & Materials	53,517	53,517	-	100%
Professional Development (Travel)	170	170	-	100%
Utilities	278,630	278,630	-	100%
Repairs & Maintenance	30,449	30,449	-	100%
Membership & Dues	720	720	-	100%
Insurance & Bonding	30,833	30,833	-	100%
Other Current Expenses	3,081	3,081	-	100%
Non-Capitalized Equipment	-	-	-	-
Total Current Expense	794,400	794,400	-	100%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's April 2021 Report	817,856
Add: Prior FY Property Tax Allocations from County Report	308,650
Add: FY21 Property Tax Allocation from County Report	69,785
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,371,291
Less: Prior FY Projects	(796,395)
Less: 2020-21 Projects- (Heat pump Pottery Bldg \$7K, Chiller Pumps Blair \$14K, Widen Road \$26K, Bldg 500 Reno \$71K, Dumpster Pad \$6K, HVAC \$7K, Transmission \$4K, \$9K Gunsmith Office Reno)	(144,009)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 06/30/2021	\$ 430,887

Montgomery Community College
State Funds - Board Report for June, 2021

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Salaries- Full Time	4,196,209	4,132,673	63,536	98%
Salaries- Part Time	797,507	795,980	1,527	100%
Salaries- Full Time & Part Time	4,993,716	4,928,653	65,063	99%
Benefits	1,810,640	1,810,479	161	100%
Contracted Instruction	112,342	110,176	2,166	98%
Financial/Audit Services	53,577	53,575	2	100%
I.T. Contracted Services	37,276	37,276	-	100%
Other Contracted Services	53,967	53,965	2	100%
Contracted Services	257,162	254,992	2,170	99%
Supplies & Materials	295,730	285,565	10,165	97%
Professional Development & Travel	30,870	30,416	454	99%
Communications	172,320	172,317	3	100%
Equipment Repair	8,051	8,049	2	100%
Maintenance Agreements	67,026	67,021	5	100%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	75,077	75,070	7	100%
Advertising	100,972	100,971	1	100%
Credit Card Electronic Processing	11,284	11,283	1	100%
Child Care Assistance Grant	23,121	14,945	8,176	65%
WCE GEER Scholarships	72,750	71,090	1,660	98%
Project Skill-Up-Student Assistance	8,894	5,004	3,890	56%
Other Current Expense	28,604	28,577	27	100%
Other Current Services	144,653	130,899	13,754	90%
Software License Renewal	102,169	102,139	30	100%
Other I.T. Rentals/ Leases	56,585	56,583	2	100%
IT Rentals/Leases/Licenses	158,754	158,722	32	100%
Insurance and Bonding	19,480	19,479	1	100%

Montgomery Community College
State Funds - Board Report for June, 2021

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Membership & Dues	16,756			
Accreditation Expense	5,230			
Membership & Dues	27,171	27,171	-	100%
Minor Equipment	248,726	248,717	9	100%
Total Current Expense	8,335,271	8,243,452	91,819	99%
Equipment	650,674	421,615	229,059	65%
Literacy & Basic Skills Equipment	4,199	4,199	-	100%
Perkins Equipment	41,742	41,742	-	100%
Healthcare/First Responders Equip	30,288	30,288	-	100%
PPE & COVID 19 Testing Equip	21,961	21,961	-	100%
Rural College Broadband Equip	152,348	152,347	1	100%
Books	31,951	19,232	12,719	60%
Equipment & Books	933,163	691,384	241,779	74%
Total Expenses	9,268,434	8,934,837	333,597	96%
<u>Breakdown of Budget Balance at Year End</u>				
Carryforward to 2021-22:	Project Skill-up	3,890		
	GEER Scholarships	1,660		
	Performance Based Funding	65,263		
	Prison Start Up	10,111		
	Equipment and Books	241,778		
		<u>322,702</u>		
Restricted:	Perkins, Childcare, Small Bus Center	10,895	99.9%	

Montgomery Community College
Institutional Funds- Board Report for June, 2021

	2020-21 Revenue	2020-21 Expense	Cash Balance 06/31/21
1 Pell Overpayments	-	-	(7,731)
Veterans Reporting Fee	736	25	1,987
Overhead Receipts 75%	2,964	2,295	15,534
Current General & Miscellaneous	1,065	1,025	11,645
Administrative Support	1,270	1,215	-
Overhead Receipts 25%	988	-	11,436
Excess Fee Receipts	3,291	3,291	-
Textbook Rental	34,362	11,977	41,624
College Work Study	15,053	15,053	-
CARES Act-Institutional	546,021	546,021	-
Lost Revenue HEERF II	183,588	-	183,588
Total Institutional Support	789,338	580,902	258,083
Forestry Program	100	750	6,456
Specific Fees	67,554	58,312	104,391
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	3,291	16,893
Distance Learning	-	-	1,224
NC Live Grant	-	-	409
Technology Fee-Curriculum	18,744	795	72,588
Total Curriculum Instruction & Fees	86,398	63,148	202,309
Scrap Metal Fund HVAC	-	-	768
Self Supporting	35,690	27,190	90,410
Community Service	-	-	1,712
Career Readiness	-	-	2,173
Small Business Center	675	-	9,498
Specific Fees: Occupational Extension	29,155	12,752	100,491
Horticulture: Live Project	-	-	878
CE Grants/Scholarships	69,500	16,971	55,054
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	135,020	56,914	275,303
2 NCWorks Grant Adult Services/Dislocated Worker	154,694	170,793	(16,100)
2 NCWorks Finish Line Grant	5,459	6,562	(1,104)
Total NC Works	160,152	177,356	(17,204)
Operational Funds	2,218	14,410	61,999
3 Sales Tax Utilization	144,007	144,009	(2)
Agricultural Expansion	200,000	173,850	26,150
Total Plant Operation & Maintenance	346,225	332,269	88,147
Vending	4,917	2,194	14,268
Bookstore Vending	7,009	-	54,758
General Store	172	(849)	1,327
Parking Fee	3,644	24,608	28,137
Student Government Association	25,066	21,844	38,075

Montgomery Community College
Institutional Funds- Board Report for June, 2021

	2020-21 Revenue	2020-21 Expense	Cash Balance 06/31/21
Graduation Fund	3,947	3,078	2,628
Student Ambassador	2,946	3,190	28,831
Club Accounts	-	-	71,935
4 Agency Fund	-	-	(16,446)
Funds for Others	-	-	14,819
Restricted Scholarships Held	-	-	-
Total Proprietary/Other	47,701	54,065	238,331
GEER Scholarship	71,090	71,090	-
FSEOG	41,387	41,387	-
Pell Grant	986,912	986,912	-
Education Lottery Scholarship	35,326	35,326	-
Golden LEAF	23,324	23,324	-
NC Community College Grant	44,913	44,913	-
High Demand/Low Enrollment	1,644	1,644	-
MCC Foundation Scholarship	139,675	139,675	-
Wells Fargo Scholarship	500	500	-
Less Than Half-time	840	840	-
SGA President Scholarship	1,500	1,500	-
SECU Scholarships	10,000	10,000	-
CARES Act-Student	7,550	7,550	-
Total Student Aid- Grants & Scholarships	1,364,661	1,364,661	-
Capital Projects- Sales Tax Utilization	182,850	182,850	-
Bond-Bldg 100 Int/HVAC/Roof	308,679	(148,687)	-
Bond-Blair Hall & Outside Amphitheater	449,639	470,315	-
5 Golden LEAF-FY2020-085	75,000	133,733	(58,733)
Total Capital Assets	1,016,168	638,210	(58,733)
Total Institutional Funds: First Bank	3,945,664	3,267,526	986,237

STIF Account as of 06/31/21	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	202	44,887	45,089
Self Supporting- Continuing Education	49	10,851	10,900
Technology Fees	359	79,697	80,056
Bookstore	283	62,913	63,196
Total Institutional Funds: State Treasury	893	198,348	199,241

- 1 Pell Overpayment(Due from Students)
- 2 Due from NC Works (WIOA)
- 3 Due from County
- 4 Financial Aid Bookstore Charges
- 5 Due from Golden LEAF (received in July)

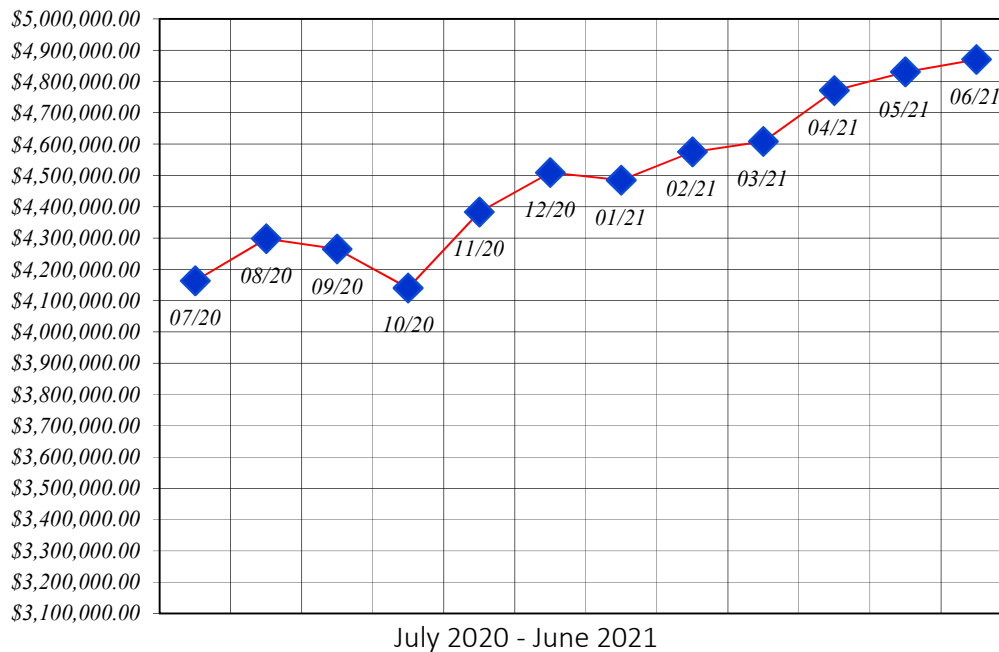
Montgomery Community College Foundation

Funds Statement FY 2020-2021

	Fiscal Year To Date 7/1/2020 thru 6/30/2021			
	Wells Fargo	STIF	First Bank	Total
Beginning Value	\$3,416,364.57	\$470,452.83	\$63,881.14	\$3,950,698.54
Receipts				
Interest/Dividends	\$69,332.05	\$2,306.24	\$18.73	\$71,657.02
Deposits	\$132,451.39	\$111,085.97	\$302,067.36	\$545,604.72
Total Receipts	\$201,783.44	\$113,392.21	\$302,086.09	\$617,261.74
Disbursements				
Fees/Withdrawals	\$138,964.71	\$118,018.20	\$277,145.62	\$534,128.53
Total Disbursements	\$138,964.71	\$118,018.20	\$277,145.62	\$534,128.53
Market Value Net Change	\$836,878.22	\$0.00	\$0.00	\$836,878.22
Ending Value	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97
Net Change	\$899,696.95	(\$4,625.99)	\$24,940.47	\$920,011.43

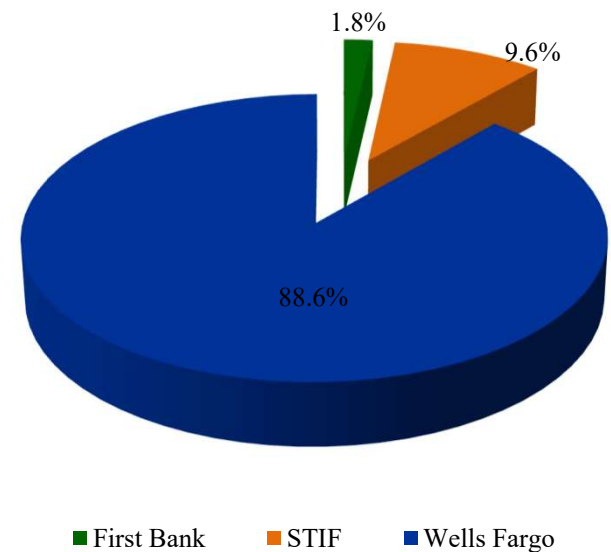
Month of June 2021			
Wells Fargo	STIF	First Bank	Total
\$4,222,959.43	\$474,595.80	\$133,166.67	\$4,830,721.90
\$12,292.09	\$85.29	\$1.57	\$12,378.95
\$36,820.00	\$5,861.40	5,050.00	\$47,731.40
\$49,112.09	\$5,946.69	\$5,051.57	\$60,110.35
\$12,088.83	\$14,715.65	\$49,396.63	\$76,201.11
\$12,088.83	\$14,715.65	\$49,396.63	\$76,201.11
\$56,078.83	\$0.00	\$0.00	\$56,078.83
\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97
\$93,102.09	(\$8,768.96)	(\$44,345.06)	\$39,988.07

Foundation Funds Value



July 2020 - June 2021

Foundation Funds Distribution



Grants Applied or in Process 2021

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
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
August, 2021**

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

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

2nd phase (building renovations and HVAC upgrades) Most of the renovations have been completed.

The final two sets of restrooms are being renovated and scheduled to be complete by August 6, 2021.

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

- **Greenhouse Project**

The contractor is awaiting permits from the county in order to begin construction of greenhouses.

- Budget: (Golden Leaf) \$375,000 (County Agricultural Expansion) \$100,000
- Disbursed to Date: (Golden Leaf) \$133,733 (County Agricultural Expansion) \$13,850

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

Final Project Closeout

AMENDED #1

Is this the Final 3-1 Project Closeout?

Yes ▼

College Montgomery Community College

Project Name Blair Hall and Outdoor Amphitheater Renovations

NCCCS Project No.

2542

Campus

1035 Montgomery CC - Main Campus ▼

County

Montgomery

I. TYPE OF PROJECT:

Renovation of Existing Facility ▼

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

Renovation of Student Services entrance, Auditorium/Classroom, Amphitheater/Outdoor Classroom and Counseling Center in Blair Hall Building 100 (Houses Student Services, Classrooms and labs used for General Education and Continuing Education, Computer Labs, Business Office, Nursing Simulation Lab, and an Auditorium) (64,090 Square Feet). Entryway - A new entryway constructed to define a specific, designated entrance for students and visitors to campus. A new Student Services area was renovated in a prior project and this new entryway will help with directing individuals into the main building (Blair Hall). Auditorium - The current space is tiered and unusable per ADA guidelines. The area will be filled with aggregate, entry doors/area enlarged, and floor concreted to make a level meeting/classroom area. Amphitheater - The current amphitheater has sunken in areas and structure is not safe/stable. The structure will be demolished and a new outdoor teaching area/amphitheater built with shelter and dusk-to-dawn lighting. Counseling Center - An existing office area will be renovated for a new Counseling Center. The existing Counseling Center was displaced during current renovations of new classrooms.

☒ **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 CI Guide.

This form was prepared by:

Name: Jeanette McBride

Signature:

Jeanette McBride

Contact Number: 910-898-9630

Date:

7-29-21

CPC Signature:

Wanda Fries

Montgomery Community College

III. ESTIMATED COST OF PROJECT:

2542

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)
- Subtotal "A"**

B. CONSTRUCTION

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees
- Subtotal "B"**

C. Other Costs

1. Initial Equipment.....
2. Work Performed by Owner
- Subtotal "C"**

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
450,000.00	16,565.00	466,565.00
29,961.97	(29,961.97)	
	3,750.00	3,750.00
479,961.97	(9,646.97)	470,315.00
0.00	0.00	0.00
\$479,961.97	(\$9,646.97)	\$470,315.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds

3.	<input type="text"/>	▼	0
4.	<input type="text"/>	▼	
5.	<input type="text"/>	▼	

Subtotal "A"**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**

1.	<input type="text"/>	▼
2.	<input type="text"/>	▼
3.	<input type="text"/>	▼

Subtotal "B"**C. STATE FUNDS (Reimbursed by the System Office)**

1. Budget Code ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

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

1. Unidentified Funds (Do not include on the NCCCS 2-16)
- Subtotal "D"**

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
0.00	0.00	0.00
0.00	0.00	0.00
20,675.71		20,675.71
459,286.26	(9,646.97)	449,639.29
479,961.97	(9,646.97)	470,315.00
479,961.97	(9,646.97)	470,315.00
0.00	0.00	0.00
\$479,961.97	(\$9,646.97)	\$470,315.00

Montgomery Community College
2542

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 \$470,315.00 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 8/7/2021.

☒ As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond 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 Connect NC Bond Funds, therefor 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
2542

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2542
from Montgomery Community College and if shown, county funds in the
amount of \$0 are available for the planning and construction of this project.

Employee Separation Form

Name of Person	Kavin Sydalack
Position	Systems Administrator
Position Category	Staff – Level 3
Salary	\$51,864.00
Date of Employment	November 9, 2011
Date of Separation	June 18, 2021
Reason	Voluntary Resignation

Position Description:

Responsible for assisting with oversight and maintenance of various technology infrastructure and support systems of the college. He/she should have a broad knowledge of computer technology including network infrastructure, computer hardware and software. In addition, he/she will assist in the oversight and assume a major role in various education technology projects at the college.

Notes:

Employee Separation Form

Name of Person	Edwin Garner
Position	FT Automotive Instructor (10 month)
Position Category	Faculty
Salary	\$45,000
Date of Employment	August 19, 2019
Date of Separation	June 13, 2021
Reason	Voluntary Resignation

Position Description:

The instructor will create an effective learning environment keeping current with information and skills in the respective teaching field. Also, assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students will be a key role of the instructor. Other duties include: maintaining current course syllabi, accurate records, textbook selection, equipment, and supplies.

Notes:

Employee Separation Form

Name of Person	Cecil Andy Speer
Position	Taxidermy Instructor
Position Category	Faculty
Salary	\$43,830.00
Date of Employment	4/17/2007
Date of Separation	7/31/2021
Reason	Voluntary Resignation

Position Description:

The instructor will create an effective learning environment keeping current with information and skills in the respective teaching field. Also, assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students will be a key role of the instructor. Other duties include: maintaining current course syllabi, accurate records, textbook selection, equipment, and supplies.

Notes:

Employee Separation Form

Name of Person	Lucas Krueger
Position	Sustainable Agriculture Instructor
Position Category	Faculty
Effective Date of Employment	6/11/2020
End Date of Separation	5/11/2021
Reason	Voluntary Resignation

Position Description:

Instructor will teach a wide variety of agriculture related courses and manage greenhouse facilities. The position will work with high school and traditional college students, advise the local FFA Chapter, and assist students in coordinating FFA activities at the local, district, state and national level. In addition, this position will plan/attend occasional evening events (recruitment events, advisory committee meetings, awards ceremonies, etc.).

Notes:

Employee Separation Form

Name of Person	Karen Frye
Position	Director of Records
Position Category	Staff
Salary	\$51,060
Date of Employment	November 1, 1990
Date of Separation	August 31, 2021
Reason	Retirement

Position Description:

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

Notes:

Employee Separation Form

Name of Person	Tammy Owens
Position	Financial Aide Assistant
Position Category	Staff – Level 5
Salary	\$41,820.00
Date of Employment	12/1/1995
Date of Separation	7/31/2021
Reason	Retirement

Position Description:

The Financial Aid Assistant's responsibilities involve dealing with a variety of clients and routine activities. The outcomes from the duties associated with this position impact students, faculty, and staff, as well as external clients of the college. Unanticipated problems should be deferred to the supervisor.

Notes:

Personnel Appointment

Name of Person	Gregory Taylor
Position	Director of Institutional Effectiveness
Position Category	Staff
Salary	\$54,000
Date of Employment	7/26/2021
Budget Information	11-130-97-511300-90100

Position Description

This position guides institutional research and effectiveness operations at the college. Primary duties include assisting with college planning, conducting surveys and analysis, and aiding in the evaluation of program effectiveness. Management skills, organization, adherence to detail, and follow-up are essential. Successful candidates should have a strong working knowledge of spreadsheet, databases, and statistical analysis programs. Judgment is needed in interpreting and prescribing guidelines and procedures for institutional effectiveness and program development.

Education and Certifications

School/Certification	Years Attended	Degree
University of Central Florida	2016-2019	Master of Arts – Educational Leadership
Purdue University Global	2003-2005	Bachelor of Science – Criminal Justice

Work Experience

Employer	Dates of Employment	Position/Title
Richmond County Schools	2/2020 – Present	Curriculum and Instructional Management Coordinator
Pinellas Technical College	11/2018 – 1/2020	Curriculum/Accreditation Specialist
Pinellas County Schools	6/2014 – 11/2018	Instructional Staff Developer

Professional Participation/Honors

North Carolina Professional Educator's License
Florida Professional Educator's License

Hiring Committee

Person	Position
Warren Colavito	Math Instructor
Lee Proctor	Vice President of Instruction and Student Services
Genee Greene	NCWorks Director
Melinda Hill	Director of Human Resources
Michelle Aheron	Dean of Student Services
Chad Bledsoe	President

Personnel Appointment

Name of Person	Kim Johnson
Position	FT Sustainable Agriculture Instructor
Position Category	10 month - Faculty
Salary	\$53,500
Date of Employment	August 11, 2021
Budget Information	11-220-20-513000-22252

Position Description

Instructor will teach a wide variety of agriculture related courses and manage greenhouse facilities. The position will work with high school and traditional college students, advise the local FFA Chapter, and assist students in coordinating FFA activities at the local, district, state and national level. In addition, this position will plan/attend occasional evening events (recruitment events, advisory committee meetings, awards ceremonies, etc.).

Education and Certifications

School/Certification	Years Attended	Degree
NC State University	1991-1994	Bachelor of Science, Agricultural Education
University of NC Greensboro	1997-2001	Master of Library and Informational Studies

Work Experience

Employer	Dates of Employment	Position/Title
Chatham County Schools	2004-Present	School Media Coordinator
Randolph County Schools	1999-2004	Media Coordinator
NC State University	1997-1999	Field Faculty – Asst Ext. Agent

Professional Participation/Honors

Hiring Committee

Person	Position
Kelly Morgan	Director of Marketing, Communications, and Public Relations
Jessica Latham	Admissions Counselor – CTE Programs/Recruiter
Jessica Hamilton	Director of Business & Industry Services
Natalie Winfree	Dean of Arts & Sciences
Lee Proctor	VP of Instruction & Student Services
Tracey Wyrick	Dean of Career and Technical Programs

Personnel Appointment

Name of Person	Ashleigh Thompson
Position	FT Data Entry
Position Category	Staff –Level 6
Salary	\$28,128
Date of Employment	7/19/2021
Budget Information	11-510-97-511300-50501

Position Description

The Data Entry Clerk position involves reviewing and entering data from various sources into the College ERP and other software packages. A candidate working in data entry will need to efficiently manage a large amount of information that is often sensitive or confidential. Demonstrated proficiency with keyboarding and Microsoft Office applications is required. The ability to multi-task and process data with speed, accuracy, and attention to detail.

Education and Certifications

School/Certification	Years Attended	Degree
UNCP Online Program	2021-Present	Public Administration
Sandhills Community College	2018	Medical Office Administration

Work Experience

Employer	Dates of Employment	Position/Title
First Health of the Carolinas	03/2020-Present	Medical Office Assistant
Aging Outreach Services	5/2018-3/2020	Recruitment Assistant

Professional Participation/Honors

Hiring Committee

Person	Position
Michelle Aheron	Dean of Student Services
Jessica Latham	Admissions Counselor- CTE Programs/Recruiter
Shaquille Little	Career and College Promise Success Coach
David Klass	Mathematics Instructor
Touger Vang	Director of Learning Resources/Professional Dev. Coordinator

Personnel Appointment

Name of Person	Quint Dunlap
Position	Automotive Instructor
Position Category	Faculty – 10 months
Salary	\$51,996
Date of Employment	August 11, 2021
Budget Information	11-220-20-513000-22254

Position Description

The instructor will create an effective learning environment keeping current with information and skills in the respective teaching field. Also, assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students will be a key role of the instructor. Other duties include: maintaining current course syllabi, accurate records, textbook selection, equipment, and supplies.

Education and Certifications

School/Certification	Years Attended	Degree
Sandhills Community College	1998-2000	Associate in Applied Sciences, Automotive Systems Technology

Work Experience

Employer	Dates of Employment	Position/Title
West Middle School	2019-Present	Automotive Technology Instructor
Pleasant View Friends Church	2017-Present	Pastor
Sandhills Community College	2012-2015	Race Car Technology Instructor/NCDMV Inspector Certification Instructor
East Montgomery High School	2007-2019	Automotive Technology Instructor
Stuart Bowman Chrysler Dodge Jeep	2006-2007	Service Technician
Quint's Garage, LLC	2003-2006	Owner
Clark Cadillac and Chevrolet	1998-2003	Service Technician/Service Writer

Professional Participation/Honors

East Montgomery High School Parent Involvement Committee 2015-2019
 Campus Beautification Committee 2015-2019
 Fellowship of Christian Students Advisor at EMHS 2016-2019
 Robbins Area Christian Ministries Board Member 2017-Present

Hiring Committee

Person	Position
Lee Proctor	Vice President of Instruction and Student Services
Riley Beaman	Director of Health & Public Safety Programs
Shaquille Little	Career and College Promise Success Coach
Kelly Morgan	Director of Marketing, Communications, and Public Relations
Dylan Hurley	Forestry Department Chair

Personnel Appointment

Name of Person	Cody Starling
Position	Information Systems Administrator
Position Category	Staff
Salary	\$51,864
Date of Employment	August 9, 2021
Budget Information	11-430-97-511300-80201 (80%) 11-140-97-511300-80100 (20%)

Position Description

The Information Systems Administrator is responsible for assisting with the management and maintenance of various technology infrastructure and support systems of the college. This position requires a broad knowledge of computer technology including network infrastructure, computer hardware, and software. This position assumes a major role and assists in the oversight of various education technology projects at the college.

Education and Certifications

School/Certification	Years Attended	Degree
Stanly Community College	2018-2021	Associates in Applied Science in Information Technology Network Management

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	2017 – Present	General Public Safety Instructor
Albemarle Correctional Institution	2012 – Present	Correctional Officer
Comdyn Group	2020 – Present	IT Coop

Professional Participation/Honors

- 2021 Cisco Technologies Certificate
- 2021 Cisco Network Management Certificate
- 2021 Microsoft Technologies
- 2021 Microsoft Network Management
- 2017 General Instructor Training

Hiring Committee

Person	Position
Stephanie Weishner	Dean of Technology and Learning Resources
Sam Britt	English Instructor
Dr. Chad Bledsoe	President
Touger Vang	Director of Learning Resources/Professional Development Coordinator
Doni Hatchel	Director of Financial Aid
Jeanette McBride	Vice President of Administrative Services

Personnel Appointment

Name of Person	Whitney Clark
Position	Medical Assistant Department Chair (10-months)
Position Category	Faculty
Salary	\$43,776
Date of Employment	August 10, 2021
Budget Information	11-220-20-513000-22226

Position Description

The Department Chair of Medical Assisting provides quality learning experiences, facilitates the learning process, advises students, seeks professional development opportunities, contributes to the development of curriculum courses/programs and interacts with community/industry members. This position functions as the Practicum Coordinator for the program.

Education and Certifications

School/Certification	Years Attended	Degree
Stanly Community College	2015-2017	Associates in Medical Laboratory Technology
Stanly Community College	2011-2013	Associates in Medical Assisting

Work Experience

Employer	Dates of Employment	Position/Title
Copperfield OB/GYN	June 2019 – Present	Certified Medical Assistant
Novant Health Infectious Disease	January 2018-June 2019	Certified Medical Assistant
Stanly Regional Medical Center Emergency Room	February 2013-January 2018	Certified Medical Assistant

Professional Participation/Honors

- Certified Medical Assistant – September 1, 2012
- Certified Nurses Assistant – February 14, 2009
- 2012 State Medical Assisting Team Winner

Hiring Committee

Person	Position
Amy Friery	Dean of Health and Human Services
Wendy Vaughn	Director of Nursing
Lori McAllister	Dental Assisting Department Chair
Lee Proctor	Vice President of Instruction and Student Services
Korrie Ervin	Director of Resource Development
Mallory Smith	Distance Learning Coordinator

Personnel Appointment

Name of Person	Sydney Williams
Position	Director of Heritage Crafts
Position Category	Staff
Salary	\$45,000
Date of Employment	7/1/2021
Budget Information	11-310-97-513000-33065

Position Description

The Director of Heritage Crafts is responsible for developing and managing heritage-related programs with the goal of preserving and proliferating such crafts in our region. Responsibilities include, but are not limited to: teaching pottery classes, coordinating courses in other areas of heritage crafts, developing summer kids' camps, developing strategic partnerships, and managing the instructional supplies and equipment.

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	2007-2011	AAS - Pottery
UNC Charlotte	2013-2017	BFA-Ceramics/Art History

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	9/2012 - Present	PT Instructor – Heritage Crafts
Central Park NC	6/2018 – Present	Clay Factory Assistant

Professional Participation/Honors

**Board Report
Instruction and Student Services
August, 2021**

Instruction

Health and Human Services

The first Associate Degree Nursing class had a 100% passing rate on the NCLEX. The Practical Nursing students currently have a 100% passing rate as well, with one student who has not taken the exam.

Gunsmithing

Mark Dye, Director of the Gunsmithing Program, had the opportunity to do a site visit at the Department of Energy site at Fort Chaffee, Arkansas in late June. The first Montgomery Community College intern with the Department of Energy, Michael Gardner, completed his Work-Base Learning experience and returned to Troy second summer term to complete his degree.

Student Services

Student Services Staff assisted in the implementation of the Ocelot Chatbot for the MCC Website. This tool allows student to ask questions and then direct them to the appropriate resource either online or to a MCC contact. Check “Blaze” out at www.montgomery.edu!

The Admission and Retention staff have been busy attending school and community events throughout the summer. Events have included Troy Town Stage, Cruise-In, Troyfest, MCHS registration/schedule change, the Early College and High school Open Houses, Montgomery County Schools Back to School Rally and the MCC Open House to name a few. The staff will continue to recruit through the beginning of the term for Fall students.

Continuing Education

Business & Industry Services

Staff completed the customized training annual report. Highlights of the report include, 11 companies which were served and 14 training sessions that were provided at no cost to the employers. The allocated budget for the project was \$7,500. Participating employers included AmeriQual Aseptic, Arauco, Auria, Capel Rugs, Carolina Dairy, DR Reynolds, Jordan Lumber, KM Machine, McRae Industries, Myrick Construction, and Prestige Millwork.

Health & Public Safety

Twenty-one students affiliated with local fire departments and rescue teams began emergency vehicle training. All students received a \$500 stipend to assist with expenses associated with the training. The stipend is part of a firefighter recruitment and retention initiative funded by the Blue Cross Blue Shield (BCBS) Foundation of North Carolina.

College and Career Readiness (CCR)

Staff received a three-year federal grant to support adult basic education and programming. FY21-22 allocation is \$103,340.

Small Business Center (SBC)

Staff completed the SBC annual report. Highlights of the report include, 41 clients served, 327 counseling hours provided, 26 jobs retained, 19 jobs created, and 9 new businesses established.

Pottery

Pottery Camp returned for 2021. The camp for 9-14 year-olds had eight students enrolled. Campers learned about clay and produced great creations. Summer session pottery classes have ended but there will be a full slate of classes available in the fall. If you are interested, contact Sydney Williams (910) 898-9675.

NCWorks

NCWorks, in partnership with Montgomery County, has on-boarded two On-the-Job Training (OJT) participants. The OJT program provides the opportunity to offset training costs to fill positions, while the employee learns job requirements, and enhances job skills. The two participants are employed as 911 telecommunicator trainees and look forward to the opportunity to obtain full-time employment following the completion of the OJT program.



MONTGOMERY COMMUNITY COLLEGE

MEMO TO: Chad Bledsoe Ph.D., President

FROM: Andrew Gardner, Dean of Continuing Education

REGARDING: Spring 2021 Class Visitation Log Report

DATE: July 1, 2021

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

During the Spring semester 2021 the Continuing Education division, through Basic Skills, Customized Training, and Occupational Extension programs, offered **96** courses on campus and **30** courses at off campus distant learning venues for a total of 126 courses. Of the 96 courses offered on campus, 33 required verification. Of the 30 courses offered off campus, 14 required verification. Please see enclosed chart for further information.



MONTGOMERY COMMUNITY COLLEGE

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR

ON CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	39	6	6	100%
Williams, Sydney	6	6	6	100%
Hamilton, Jessica	18	11	9	82%
Brown, Deanne	7	7	7	100%
Williams, Alex	12	3	3	100%
TOTALS	82	33	31	96%

OFF CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	29	8	8	100%
Williams, Sydney	-	-	-	-
Hamilton, Jessica	10	2	2	100%
Brown, Deanne	5	4	4	100%
Williams, Alex	-	-	-	-
TOTALS	44	14	12	100%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN

OFF CAMPUS				
DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	30	14	7	50%

Board Report - Marketing Update – August 2021 Meeting

Foundational Initiatives (new tools and resources needed for success)

Annual Report complete

Fall Tabloid complete

Infographic Sheet complete

Promotional Activities (events and advertising we purchased)

Fall Enrollment campaign ads: Get Moving, Get Funding, Get Comfortable

Open House ads- Montgomery Herald

Heritage Programs- Farmer's Day Robbins

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

Nursing Program Accreditation

Longleaf Grant

Harris Sweet Bee Farm

Lew Jones Army Firearms Training

Amelia Thompson/Forestry

CCR Programming- Summer

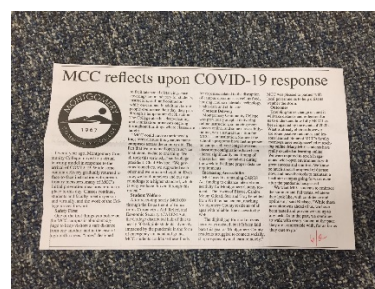
S.T.E.P. Job Readiness Program

SBC: Child Care Series

Bear Creek AR-15 Donation

CCP Fall 2021

Smart Asset Ranking



Press Pickups

Herron Scholarship 5/26

Homegrown Teachers Program, The Robesonian 5/27

Madison Bullins/ADN Student, The Pilot 6/6

MCC's COVID Response, MH 6/2

Harris Sweet Bee Farm, The Pilot 6/16, MH 6/23

SBC: Childcare, HM 6/30

Amelia Thompson, Free CCR Programming, S.T.E.P Job Readiness, MH 7/7





Social Media Statistics (Facebook)

2020-2021	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
New Visitor Pageviews	591	496	392	316	240	365	469	434	553	587	351	393
Likes	32	16	17	16	23	26	26	24	51	28	11	33
People Reached with Posts	6,616	2,594	4,816	1,657	1,110	5,481	6,597	4,469	4,314	6,700	3,996	7,359
People Engaged With Posts	1,769	823	1,380	424	155	1,011	973	884	912	4,054	736	1,824
New Followers	34	18	16	16	22	28	28	23	57	29	15	33

I. OVERVIEW

In accordance with the Gramm-Leach-Bliley Act ("GLBA"), 16 CFR Part 314, Montgomery Community College implements and maintains a comprehensive written Information Security Plan ("ISP") and appoints a coordinator for the program. The objectives of the ISP are to (1) insure 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.

II. INFORMATION SECURITY PLAN

This Information Security Plan ("Plan") describes safeguards implemented by the College to protect covered data and information in compliance with the FTC's Safeguards Rule promulgated under the Gramm Leach Bliley Act (GLBA). These safeguards are provided to:

- Ensure the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or use of covered data and information that could result in substantial harm or inconvenience to any customer.

This Information Security Program also identifies mechanisms to:

- Identify and assess the risks that may threaten covered data and information maintained by the College;
- Develop written policies and procedures to manage and control these risks;
- Implement and review the program; and
- Adjust the program to reflect changes in technology, the sensitivity of covered data and information and internal or external threats to information security.

III. INFORMATION SECURITY PROGRAM COORDINATOR(S)

The Vice President of Administrative Services (CFO) and the Dean of Technology & Learning Resources (CIO) serve as the coordinators of this Program at MCC. They are responsible for assessing the risks associated with unauthorized transfers of covered data and information, and implementing procedures to minimize those risks to the College. Designated staff in both areas conduct reviews of areas that have access to covered data and information to assess the internal control structure put in place by the administration and verify that all departments comply with the requirements of the security policies and practices delineated in this program.

IV. IDENTIFICATION AND ASSESSMENT OF RISKS TO CUSTOMER INFORMATION

MCC recognizes that it is exposed to both internal and external risks, including but not limited to:

- Unauthorized access of covered data and information by someone other than the owner of the covered data and information
- Compromised system security as a result of system access by an unauthorized person
- Interception of data during transmission
- Loss of data integrity
- Physical loss of data in a disaster
- Errors introduced into the system
- Corruption of data or systems
- Unauthorized access of covered data and information by employees
- Unauthorized requests for covered data and information
- Unauthorized access through hardcopy files or reports
- Unauthorized transfer of covered data and information through third parties

Recognizing that this may not represent a complete list of the risks associated with the protection of covered data and information, and that new risks are created regularly, MCC's Cybersecurity Risk Assessment Committee actively participates and monitors appropriate cybersecurity advisory groups for identification of risks.

V. EMPLOYEE MANAGEMENT AND TRAINING

References and/or background checks (as appropriate, depending on position) of new employees working in areas that regularly work with covered data and information (e.g. Business Office, Financial Aid) are checked/performed. During employee orientation, each new employee in these departments receives proper training on the importance of confidentiality of student records, student financial information, and all other covered data and information. Each new employee is also trained in the proper use of computer information and passwords. Training includes controls and procedures to prevent employees from providing confidential information to an unauthorized individual, as well as how to properly dispose of documents that contain covered data and information. These training efforts minimize risk and safeguard covered data and information.

VI. PHYSICAL SECURITY

MCC addresses the physical security of covered data and information by limiting access to only those employees who have a legitimate business reason to handle such information. For example, financial aid applications, income and credit histories, accounts, balances and transactional information are available only to College employees with an appropriate business need for such information. Furthermore, each department responsible for maintaining covered data and information is instructed to take steps to

protect the information from destruction, loss or damage due to environmental hazards, such as fire and water damage or technical failures.

VII. INFORMATION SYSTEMS

Access to covered data and information via the College's computer information system is limited to those employees and faculty who have a legitimate business reason to access such information. The college has policies and procedures in place to complement the physical and technical (IT) safeguards in order to provide security to the College's information systems.

MCC adheres to best practices and standards set forth in the [NC Institutional Information Processing System \(IIPS\) Manual](#) prepared by the IIPS Security Standards Committee and provided to North Carolina community colleges.

Social security numbers are considered protected information under both GLBA and the Family Educational Rights and Privacy Act (FERPA). By necessity, student social security numbers will remain in the student information system; however, access to social security numbers is granted only in cases where there is an approved, documented business need.

VIII. OVERSIGHT OF SERVICE PROVIDERS

GLBA requires the College to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. This Information Security Program will ensure that such steps are taken by contractually requiring service providers to implement and maintain such safeguards.

IX. CONTINUING EVALUATION AND ADJUSTMENT

This information security program will be subject to periodic review and adjustment annually. Continued administration of the development, implementation and maintenance of the program is the responsibility of the designated Information Security Program Coordinator(s), who assign specific responsibility for technical (IT), logical, physical, and administrative safeguards implementation and administration as appropriate. The Information Security Program Coordinator(s) will review the standards set forth in this program and recommend updates and revisions as necessary; it may be necessary to adjust the program to reflect changes in technology, the sensitivity of student/customer data, and/or internal or external threats to information security.

President's Report August 7, 2021

Activities since the June Board Meeting

6/9/21	HEERF Funding Meeting (Virtual)
6/9/21	Board of Trustees Meeting
6/10/21	NC State Professional Development Seminar (Virtual)
6/11/21	ERP Executive Committee Meeting (Virtual)
6/22/21	Cabinet Meeting
7/1/21	Rotary Meeting
7/2/21	Meeting with Legislators
7/6/21	Cabinet Meeting
7/8/21	Quality Trails Meeting
7/13/21	Cabinet Meeting
7/13/21	HEERF II and III Funds Meeting
7/13/21	MCC Open House
7/14/21	Quality Trails Meeting
7/15/21	Board Policy Manual Meeting
7/15/21	NRA Training Meeting
7/15/21	Rotary Meeting
7/16/21	Board Policy Manual Meeting
7/20/21	Cabinet Meeting
7/22/21	Rotary Meeting
7/22/21	Service Awards Meeting
7/23/21	Duke Energy Grant Meeting
7/26/21	Board Retreat Meeting
7/28/21	IE Projects Meeting
7/28/21	Montgomery Hospital Board Meeting
7/29-30/21	NCACCP Seminar

Upcoming Activities

8/3/21	Cabinet
8/3/21	CTE Advisory Meeting
8/7/21	Board Retreat/Meeting
8/11/21	Quality Trails
8/11/21	Foundation Board Meeting
8/13/21	ERP Committee Meeting
8/17/21	Cabinet Meeting
8/19/21	Rotary meeting
8/31/21	Cabinet Meeting

Board of Trustees Information

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



Blaze Your Trail

Board of Trustees Calendar of Events

2021-2022

August 7, 2021	8:00 a.m.	Board Retreat (Blair Auditorium)
August 11, 2021	2:00 p.m.	Foundation Board Meeting
August 25, 2021	5:30 p.m.	Scholarship Awards Ceremony (Capel Hall - Multi Purpose Room)
September 8, 2021	5:30 p.m.	Committee/Board Meeting
September 22-24, 2021		NCACCT Seminar (Wilmington, NC)
October 8, 2021	6:00 p.m.	Foundation Dinner and Raffle (Troy Town Stage)
October 13, 2021	5:30 p.m.	Committee/Board Meeting
November 10, 2021	11:30 a.m.	Foundation Board Meeting
November 10, 2021	5:30 p.m.	Committee/Board Meeting
November 11, 2021		Veterans Day Ceremony - MCC Flagpole
November 12, 2021		Shooting Clays Tournament (Dewitt's in Ellerbe, NC)
December, 2021		No Board Meeting
December 3, 2021	5:30 p.m.	Board Christmas Dinner
January 12, 2022	5:30 p.m.	Committee/Board Meeting
February 9, 2022	11:30 a.m.	Foundation Board Meeting
February 9, 2022	5:30 p.m.	Committee/Board Meeting
March 9, 2022	5:30 p.m.	Committee/Board Meeting
April 13, 2022	5:30 p.m.	Committee/Board Meeting
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
June 8, 2022	5:30 p.m.	Committee/Board Meeting
July, 2022		No Board Meeting
August 10, 2022	5:30 p.m.	Committee/Board Meeting