



# Martin Community College President's Council Minutes

**Date:** April 4, 2022

**Time:** 10:00 a.m.

**Place:** Bld. 1, Room 14

**Presiding Officer:** President Wesley Beddard

**Quorum Present:** Yes

**Recording Secretary:** Bebe Major, Exec. Asst. to the President

**Members Present:** Wesley Beddard, Tammy Bailey, Dr. Brian Busch, Jason Freeman, Maureen Green, Judy Jennette, Bebe Major, Dr. Kismet Matthews, Dr. Tabitha Miller, Nathan Mizell, Deborah Morris, Morgan Roberson

**Members Absent:** None

## Reports

Subject	Presenter	Summary
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none"><li>• ACA Policy – Proposal to revise ACA policy to align better with current practices and provide the opportunity for waivers in certain circumstances. Approved motion to revise ACA Policy. See under motion below.</li><li>• AUTO course fees – Request for the implementation of a \$25 student fee attached to each AUT and TRN course to begin Fall 2022. The Automotive course fees are needed to assist the Automotive program in replacing consumable materials utilized during instruction; refurbishing and/or replacing used equipment, parts, and tools; purchasing and/or upgrading modern software technology for the labs.</li><li>• MEC 110 course fee – Request for the implementation of a lab fee of \$50.00 for MEC 110: Introduction to CAD/CAM to begin in the Fall 2022 semester. The purpose of this fee is to help cover the cost of Solidworks 3D CAD software to reduce program cost of operation and to allow funds to be more efficiently used for other program needs. Fee requests were tabled until next President's Council meeting per President Beddard's request.</li><li>• Request for AGR Course fees for specific classes (AGR 140, AGR 170, and AGR 261) that have science lab components to be added to the BIO/CHM/SCI list for the \$8 lab fees.</li><li>• Credit for Prior Learning – discussion about the proposed new policy for Credit for Prior Learning. Currently, MCC does not have a policy in place. The Credit for Prior Learning policy is a combination of the new state guidelines and localized needs. Council will revisit once all members have reviewed proposed new policy.</li><li>• MOU (Nursing) with Roanoke-Chowan signing next week at their campus.</li></ul>

		<ul style="list-style-type: none"> <li>• Vickie Murphy will graduate from the NCCCLP on Friday @ 3:00 p.m., Wake Tech Southern Campus.</li> <li>• Weyerhaeuser visit was great – faculty did excellent.</li> </ul>
<b>BOT/Foundation</b>	<b>Dr. Kismet Matthews</b>	<ul style="list-style-type: none"> <li>• Golf Tournament – working on getting a full slate of teams and building relationships with new sponsors.</li> <li>• April 25<sup>th</sup> – Due date for BOT items</li> </ul>
<b>Bertie Campus</b>	<b>Deborah Morris</b>	<ul style="list-style-type: none"> <li>• Tuesday, March 29, 2022, 5:30–8:00 p.m., Bertie High School participated in Community Outreach Event sponsored by Mr. Danny Perry of Bertie County Schools. Purpose of event was to offer educational resources and information to help prevent drug use and bullying. Mrs. Marilyn Gilliam was also in attendance to help promote MCC.</li> <li>• Tuesday, March 29, 2022, 6:00–8:00 p.m., MCC/Bertie Campus ESL class began at the Bertie Campus. The first night there were 7 students in attendance and there are 8 more expected to join on Thursday night’s session. Mrs. Catina Blake, Ms. Angela Mobley, and Mrs. Jennifer Phelps registered students. There was also a translator on site, along with Ms. Carmen, ESL instructor.</li> <li>• Wednesday, March 30, 2022, 6:00 p.m., Health Care Orientation.</li> </ul>
<b>Business</b>	<b>Tammy Bailey</b>	<ul style="list-style-type: none"> <li>• Requisitions accompanied with quotes need to be entered for instructional supplies by April 22<sup>nd</sup>.</li> <li>• Items that can possibly be purchased with HEERF Funds, need a justification with quote attached. Requests will be reviewed by the HEERF committee. Requests are due April 29<sup>th</sup> or sooner.</li> <li>• Most equipment items that were approved are on order.</li> <li>• Perkins – good shape with equipment.</li> </ul>
<b>Communications</b>	<b>Judy Jennette</b>	<ul style="list-style-type: none"> <li>• Will be attending Career Fair in Tyrrell County on Friday.</li> <li>• Have contacted Cannon Grant people.</li> </ul>
<b>Continuing Ed</b>	<b>Nathan Mizell</b>	<ul style="list-style-type: none"> <li>• BLET still remains with the initial 11 cadets.</li> <li>• The state will begin a new BLET pre-pilot roll out July 2022 with Wayne CC. The pilot will then roll forward with additional colleges beginning Jan 2023 with full release July 2023.</li> <li>• Appears our night Fire academy will make with 8-9 students beginning in May. We hope to pick up a few additional students before then. Have 9 solid including 1 female.</li> <li>• Larry continues to work with the schools to launch the CCP Workforce fire academy in Fall 2022.</li> <li>• ESL good thing in Bertie.</li> </ul>
<b>Human Resources</b>	<b>Morgan Roberson</b>	<ul style="list-style-type: none"> <li>• Evaluations – All evaluation information has been sent out to members of President’s Council (3/31/2022). All evaluations need to be in by 5/31/2022. President Beddard needs to know about any non-renewals this week.</li> <li>• Telecommuting Procedure resent to President’s Council (3/31/2022). Submit approvals by Wednesday.</li> <li>• Mandatory Training SafeColleges due 4/8/2022. Outstanding assignment reminders were sent on 3/31/2022.</li> <li>• Institutional Satisfaction Survey Results – Compiling results and will share once complete.</li> <li>• Job Descriptions were sent to all members of President’s Council (3/29/2022) for review. They need to be updated with focus on duties/responsibilities.</li> </ul>
<b>Information Technology</b>	<b>Jason Freeman</b>	<ul style="list-style-type: none"> <li>• Still working with Admissions to formalize MFA for students. We are still on-target to enable MFA for students on May 12,</li> </ul>

		<p>2022. We have run into some technical issues that we are working through.</p> <ul style="list-style-type: none"> <li>Hoping to soon post a part-time evening IT position to help with routine IT work. This will replace the evening IT Support position from last year. For now, this position will be considered temporary, and its status may be revisited later. This position will also be instrumental in helping with the MFA roll-out to students.</li> </ul>
<b>Institutional Research/Effectiveness</b>	<b>Maureen Green</b>	<ul style="list-style-type: none"> <li>Update on Strategic Plan meeting that occurred 3/31.</li> <li>5<sup>th</sup> Year Report Due 2024.</li> </ul>
<b>Operations &amp; Business/Industry</b>	<b>Billy Barber</b>	<ul style="list-style-type: none"> <li>4-H Regional Horse Judging Event on campus this Saturday – MCC Equine students volunteering.</li> <li>Upcoming meetings/training with Flagstone Foods, Domtar, Weyerhaeuser.</li> <li>Manicure lab – waiting on last bid.</li> <li>No word on lock order.</li> </ul>
<b>Student Services</b>	<b>Dr. Brian Busch</b>	<ul style="list-style-type: none"> <li>2022-2023 Tuition and Fees Draft Schedule presented – Library lost item fee added.</li> <li>Career in a Year Scholarship Eligible Program List presented - For students who reside or attend high school in our service area.</li> <li>Career in a Year Scholarship and Martin Community College Commitment Scholarship FAQs presented.</li> <li>Spring Fling has been set for Wednesday, April 27<sup>th</sup> – 11 AM to 1:30 p.m. All students and employees are invited. A meal—likely hotdogs and/or hamburgers—will be served. Working to coordinate fun activities to be led by our campus clubs.</li> </ul>
<b>President's Office</b>	<b>Bebe Major</b>	<ul style="list-style-type: none"> <li>No updates</li> </ul>
<b>President</b>	<b>Wesley Beddard</b>	<ul style="list-style-type: none"> <li>Summer work hours – same as summer 2021</li> <li>April 6, Dr. Shirley Caraway, State College Board will be visiting our campus.</li> <li>River's East – one final walk through this week or next.</li> <li>System Office Conference will be October 8-11, 2022.</li> <li>June 8, 2022, Community College Day at the Legislature Day.</li> <li>MCC will participate with the Expanding Community College Economic Impact.</li> <li>Individual meetings need to be scheduled for one-on-one updates.</li> <li>Will be traveling to UNC Wilmington on Thursday, Raleigh (for Vickie's graduation) on Friday and UNC Wilmington on Monday, April 11.</li> </ul>

## Decisions

<b>Motion</b>	<b>Made By</b>	<b>Action Taken</b>
Revise ACA policy to align better with current practices and provide the opportunity for waivers in certain circumstances.	Maureen Green Seconded by: Nathan Mizell	Approved

**Actions/Recommendations**

<b>Action/Recommendation</b>	<b>Responsible Party</b>	<b>Deadline</b>
Revised ACA Policy to Board of Trustees for Approval	President Beddard	May 5, 2022
Revision of Tuition and Fee Schedule to include brief descriptions of the new fee requests (AUT, TRN, MEC, and AGR) and then move forward to presenting it to the Board of Trustees for Approval.	President Beddard	May 5, 2022

**The meeting adjourned at 11:59 a.m.**

**Respectfully submitted by:** \_\_\_\_\_  
**(Recording Secretary)**

**Presiding officer's signature:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_