



# Martin Community College President's Council Minutes

**Date:** July 18, 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, Billy Barber, Dr. Brian Busch, Judy Jennette, Bebe Major, Dr. Tabitha Miller, Nathan Mizell, Deborah Morris, Kinsey Price, Morgan Price

**Members Absent:** Maureen Green

## Reports

Subject	Presenter	Summary
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none"> <li>• Associate in General Education Nursing (A10300N) has been approved by the System BOT to begin Fall 2022. The pre-nursing track previously created with AGE classes is similar, so if any advising has occurred using the previously created track the students have received excellent advice. Students will want to change majors to AGEN if they are set on a nursing track. The program should be downloaded and available within a week. We will alert those who are part of the usual email chain once we have it downloaded from the System Office and it is ready for students to claim as their major program of study.</li> <li>• Boys and Girls Clubs of the Coastal plains update – June 13<sup>th</sup> went well with 16 participants. They participated in a campus tour and learned about bridge building with Daniel Price. The lesson included mathematics and Legos. They also toured the science labs and most of the campus. July 20<sup>th</sup> will be Kitchen Science with Kimberly Matthews. We've been told it will be the same group of kids each time.</li> </ul>
Foundation	Kinsey Price	<ul style="list-style-type: none"> <li>• No update</li> </ul>
Bertie Campus	Deborah Morris	<ul style="list-style-type: none"> <li>• July 12, 2022, Fire inspection done at Bertie Campus</li> <li>• July 18, 2022, Infinity White – Tender Touch Home Care Agency</li> </ul>
Business	Tammy Bailey	<ul style="list-style-type: none"> <li>• Business Officers call in tomorrow (July 19, 2022)</li> <li>• Year-end close out complete</li> </ul>
Communications	Judy Jennette	<ul style="list-style-type: none"> <li>• Great front-page article in the July 15 edition of the Daily Reflector about MCC Equine Student and Barrel Racer, Jasmine Street. Will share this on MCC FB page today.</li> <li>• More than 6,000 views of the Fire Academy Camp FB post on Friday.</li> <li>• A one-year subscription for iStock photos has been OK'd for the Communications Department. With access to higher</li> </ul>

		<p>quality and resolution photos, design of much requested brochures and tabletop displays can now proceed.</p> <ul style="list-style-type: none"> <li>• Additional tabletop covers and runners will be ordered this week.</li> <li>• New health care billboard is already up in Windsor and the ALT billboard in Robersonville will probably go up this week.</li> <li>• MCC is signed up for the Town of Williamston's Country Stampede Festival on September 23 and 24. Please mark your calendars!</li> </ul>
Continuing Ed	Nathan Mizell	<ul style="list-style-type: none"> <li>• <b><u>BLET Update:</u></b> Still hopeful to have enough to start the last week of August.</li> <li>• <b><u>Fire Camp:</u></b> Great week with the 9 campers. Larry and the instructors really enjoyed the students and the feedback from the students was very positive.</li> <li>• <b><u>NA:</u></b> Our NAI (Williamston Campus) has been pushed back for a couple of weeks (Aug 2). Scheduling issues.</li> <li>• <b><u>BCI:</u></b> We are back in the prison for Basic Skills and two OE courses starting today!</li> <li>• <b><u>Lineman Update:</u></b> I am currently seeking two instructors to take the helm of this program in January of 2023.</li> </ul>
Human Resources	Morgan Roberson	<ul style="list-style-type: none"> <li>• Currently working with NCFlex on ending current benefit contracts and onboarding of Flex benefits. Generic statement has been distributed to employees, more information forthcoming.</li> <li>• Working on Job Descriptions – goal will be to include these with contracts or in close proximity to the issuance of contracts</li> <li>• Fall Trainings will include: Title IX and Sexual Harassment, Customer Service, and FERPA.</li> </ul>
Information Technology	Jason Freeman	<ul style="list-style-type: none"> <li>• We will be interviewing for the Systems Administrator position this week. Should have an idea of who may be hired by the end of the week.</li> <li>• We are still working on SharePoint file migrations. The affected departments already know.</li> <li>• We are in the very early stages of a possible solution for electronic forms for students. However, we are not even to the testing phase yet. More on that later.</li> <li>• We are aiming to enable Multifactor Authentication (MFA) for students on August 3 at 10:00 AM. We will be sending emails to the campus, and we will work directly with the Admissions Office, Distance Learning, and CCP to ensure they understand the process. In all cases, if a student has an issue, please have them call 252-789-0300 or email <a href="mailto:it@martincc.edu">it@martincc.edu</a> even from a personal email account.</li> </ul>
Institutional Research/Effectiveness	Maureen Green	<ul style="list-style-type: none"> <li>• Absent - No update</li> </ul>
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> <li>• Learning Lab, lighting, HVAC, Ceiling, Paint, &amp; Carpet</li> <li>• The new door locks to be installed July 21<sup>st</sup></li> </ul>
Student Services	Dr. Brian Busch	<ul style="list-style-type: none"> <li>• The Enrollment and Success Management meeting will be moved (from July 25<sup>th</sup>). New time TBA.</li> <li>• Convocation occurs on Monday, August 15, 2022. Location and order of agenda are being confirmed. Agenda will be distributed soon.</li> <li>• The first set of boxes has been picked and transported to SC as part of the Registrar's Office/TEAMia document scanning project. Off-site documents have been brought to the college and are being prepared for pickup. Student</li> </ul>

		<p>Services staff members have received training on accessing documents virtually.</p> <ul style="list-style-type: none"> <li>• Will be out of the office July 20-26, 2022.</li> </ul>
President's Office	Bebe Major	<ul style="list-style-type: none"> <li>• Full Board of Trustees' Meeting Tuesday, July 26, 2022, @ 7:00 p.m. Packets will be sent out electronically.</li> </ul>
President	Wesley Beddard	<ul style="list-style-type: none"> <li>• Possibility that President's Council will begin meeting only on the 1<sup>st</sup> Monday of each month. All BOT action items will be voted on then. The 3<sup>rd</sup> Monday of the month will be for smaller group meetings.</li> <li>• Associate Gen. Ed. Nursing has been approved at the State level.</li> <li>• Assessment Impact for Nursing was approved. \$125,000 total.</li> <li>• Forms for yearly goals will be distributed and meetings to discuss goals need to be scheduled.</li> <li>• Strategic Plan needs to be re-presented to the BOT. The President's Council will meet on Monday, August 8 @ 9:00 a.m. in the Public Safety Building for a planning session.</li> <li>• Chat with the President this afternoon.</li> <li>• New employee titles effective July 1 will be: Billy Barber, <u>Vice President</u>, Operations &amp; Business/Industry Services Dr. Tabitha Miller, <u>Vice President</u>, Academic Affairs/Chief Academic Officer (CAO) Deborah Morris, <u>Director</u>, Bertie Campus</li> <li>• Kinsey Price, Director, Institutional Advancement effective August 1.</li> <li>• Budget good for this year.</li> <li>• Will be at President's Conference @ Wilkes Community College, July 27-29.</li> <li>• Possible A/B Alternate schedule being reviewed to begin Sept. 1.</li> <li>• Possibility of closing earlier on Fridays. Being reviewed.</li> <li>• Billy, Jason, Maureen, Nathan, Judy, and Dr. Busch to meet to review Emergency Response actions. Share information with employees during Convocation on August 15.</li> <li>• Regular operating hours will go into effect Monday, August 8.</li> </ul>

## Decisions

Motion	Made By	Action Taken
No items presented		

## Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline
No action/recommendations		

**The meeting adjourned at 11:42 a.m.**

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

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