



# Martin Community College President's Council Minutes

**Date:** December 9, 2022

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

**Place:** Bld. 2, Library, pit

**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, Jason Freeman, Maureen Green, Judy Jennette, Bebe Major, Dr. Tabitha Miller, Nathan Mizell, Deborah Morris, Kinsey Price, Morgan Price

**Members Absent:** None

## Reports

| Subject          | Presenter          | Summary   |
|------------------|--------------------|---|
| Academic Affairs | Dr. Tabitha Miller | <ul style="list-style-type: none"><li>• Conflict of Interest Policy – The college's Curriculum Committee created a subcommittee to review conflict of interest policies and to create a policy for MCC. Please review for review, discussion, and vote.</li><li>• EDU Certificates for review, discussion, and vote.</li><li>• 2024-2025 Calendar (Academic and Operational) – for review, discussion, vote.</li><li>• Welding Basic Certificate to be taught at NERSBA campus.</li><li>• First scholar of Global Distinction</li></ul> |
| Bertie Campus    | Deborah Morris     | <ul style="list-style-type: none"><li>• Wednesday 12/7/2022, spoke with Patricia Ferguson regarding a short film festival to hopefully take place in September 2023. Ms. Ferguson wants MCC to offer class in film making. There was discussion regarding MCC offering this class.</li></ul>  |
| Business         | Tammy Bailey       | <ul style="list-style-type: none"><li>• December 19<sup>th</sup> I will be sending out Budget Reports for Budget move forms to be completed and turned in by lunch December 20<sup>th</sup>.</li><li>• Some staff in the Business Office will be working December 28<sup>th</sup>.</li></ul>  |
| Communications   | Judy Jennette      | <ul style="list-style-type: none"><li>• Front page stickers on Daily Reflector, Enterprise, and Ledger went out this week.</li><li>• Daily Drum ad ran last week.</li><li>• MCC Christmas Party is next Tuesday, Dec. 13 at 12 noon. Distributed program to PC members.</li><li>• Many thanks for great support and back up while out with husband!</li></ul>   |
| Continuing Ed    | Nathan Mizell      | <ul style="list-style-type: none"><li>• BLET Update- Not enough students to make class</li><li>• Lineman Update-Graduation 12/15/22, @ 2:00 p.m.</li><li>• BCI Graduation-12/8/22, 5 students completed GED</li><li>• Fire Academy Graduation-12/15/22, @ 6:00 p.m.</li></ul>   |

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| <b>Human Resources</b>                      | <b>Morgan Roberson</b> | <ul style="list-style-type: none"> <li>• Reminder that Service Awards will be presented on December 13, 2022, at the Christmas Party. Recipients have been notified.</li> <li>• Timesheet Template for 2023 has been posted. An email will be sent to employees in early January 2023.</li> </ul>  |
| <b>Information Technology</b>               | <b>Jason Freeman</b>   | <ul style="list-style-type: none"> <li>• Sent out email this morning regarding payroll, wages, part-time time sheets. Moving forward all correspondence regarding these items are to be sent to email address: payroll@martincc.edu.</li> </ul>  |
| <b>Institutional Advancement</b>            | <b>Kinsey Price</b>    | <ul style="list-style-type: none"> <li>• No report</li> </ul>  |
| <b>Institutional Research/Effectiveness</b> | <b>Maureen Green</b>   | <ul style="list-style-type: none"> <li>• Expressed she has enjoyed working at MCC and thanked everyone for their friendship, help, etc. (especially Dr. Busch) during her tenure at the college. (Maureen is retiring-this was her last President's Council meeting.)</li> </ul>   |
| <b>Operations &amp; Business/Industry</b>   | <b>Billy Barber</b>    | <ul style="list-style-type: none"> <li>• EMS mostly complete, usable, waiting on privacy glass and new locksets.</li> <li>• Signed another apprentice from Weyerhaeuser, which makes three in the system.</li> <li>• Scheduling training with Domtar in January, also meeting about apprenticeships.</li> <li>• Penco has asked for some welding consulting. Ryal is aware and will respond as soon as we get more info.</li> <li>• Extra keys and cylinders are on order and will hopefully be here sometime late January.</li> <li>• We will be installing a new light pole with a double head at the front of Building 1 hopefully before Christmas.</li> <li>• Pricing sidewalk replacement at the front of building.</li> <li>• Bathrooms on campus update.</li> </ul>  |
| <b>Student Services</b>                     | <b>Dr. Brian Busch</b> | <ul style="list-style-type: none"> <li>• Procedure change announcement: The Registrar's Office/Student Services expects to end its practice of requiring all post-secondary transcripts from all students. Certain students, including those who are requesting transfer credit, seeking VA benefits, or those seeking FA who exhibit unusual enrollment will still be required to submit.</li> <li>• Please send ideas and questions regarding Bertie High School to Julie Kolikas (rather than SydeLL Green).</li> <li>• MCC is on the list for a 2022-23 Compliance Review. Last year, notification was given to us mid-December for a review to occur early January.</li> <li>• Erica Caracoglia will be joining us (Feb. '23) as our new Director of IE/IR. Erica served as Dean of IE/IR and SACSCOC Liaison at Beaufort County Community College for four years.</li> <li>• Posting will occur soon for Career Center Director.</li> <li>• The Financial Wellness Survey has closed. A response summary is expected in the Spring. The survey was distributed to adult (18 and over) students. Our response rate (44 responses) was 12.0% vs. 9.4% systemwide.</li> <li>• Enrollment and Success Management is scheduled for Monday (12<sup>th</sup>).</li> <li>• Volleyball is planned for Spring Intramurals!</li> <li>• Important Dates on the Calendar include:<br/>Wednesday, January 4 - Tuition and Fees Due<br/>Thursday, January 5 – Registration from 9:30 to 6 PM<br/>Monday, January 9 – Classes Begin</li> <li>• Dawn Parker has done a great job with the Intramural sports.</li> </ul> |

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|                           |                       | Dr. Miller suggested announcing game times to the campus population.  |
| <b>President's Office</b> | <b>Bebe Major</b>     | <ul style="list-style-type: none"> <li>No report</li> </ul>   |
| <b>President</b>          | <b>Wesley Beddard</b> | <ul style="list-style-type: none"> <li>State Holiday is December 23, 26, and 27<sup>th</sup>. Employees may come on campus to work during the holidays, but Billy Barber needs to be notified if they plan to do so.</li> <li>Will be off campus December 20.</li> <li>Strategic Plan needs to be put on website with just Objective and Metrix. Dr. Miller will simplify the document and post as a PDF by next week.</li> <li>Federal Surplus Program contact list needs to be updated. Will forward to Billy and Tammy for their input.</li> </ul> |

## Decisions

| <b>Motion</b>  | <b>Made By</b>   | <b>Action Taken</b>   |
|--|--|-----------------------|
| 1. Approve Ethics Policy with revision of title to Conflict of Interest Statement and change the word policy to the word statement throughout.   | Dr. Brian Busch made motion.<br>Seconded by Nathan Mizell. | Unanimously approved. |
| 2. Approve new EDU Certificates:<br>a. Early Child Care Workforce Certificate (C55820)<br>b. Infant/Toddler Care Certificate (C55290)<br>c. Early Childhood Administration Certificate (C55850)<br>d. Early Child Care Workforce Certificate (C55820)<br>e. Early Childhood Preschool Certificate (C55860) | Dr. Brian Busch made motion.<br>Seconded by Judy Jennette. | Unanimously approved. |
| 3. Approve termination of Early Childhood Education Certificate (C55220) that will be replaced by C55860   | Dr. Brian Busch made motion.<br>Seconded by Judy Jennette. | Unanimously approved. |
| 4. Approve 2024-2025 Calendar (Academic and Operational) as presented by the Calendar Committee.   | Dr. Brian Busch made motion.<br>Seconded by Judy Jennette. | Unanimously approved. |
| 5. Approve Basic Welding Technology Certificate Pathway (C50420P1) be taught at NERSBA Campus.   | Maureen Green made motion.<br>Seconded by Dr. Brian Busch. | Unanimously approved. |

## Actions/Recommendations

| <b>Action/Recommendation</b>  | <b>Responsible Party</b> | <b>Deadline</b> |
|---|--------------------------|-----------------|
| <ul style="list-style-type: none"> <li>Conflict of Interest Statement to Board of Trustees for approval.</li> <li>EDU Certificates (C55820, C55290, C55850, C55820, C55860, C55220) to Board of Trustees for approval.</li> <li>2024-2025 Calendar (Academic and Operational) to Board of Trustees for approval.</li> <li>Basic Welding Technology Certificate (C50420P1) taught on NERSBA Campus to Board of Trustees for approval.</li> </ul> | President Beddard        | 1/17/2023       |

The meeting adjourned at 11:08 a.m.

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

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