



Martin Community College President's Council Minutes

Date: April 13, 2023

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, Erica Caracoglia, Jason Freeman, Bebe Major, Dr. Tabitha Miller, Nathan Mizell, Deborah Morris, Kinsey Price, Morgan Price

Members Absent: Dr. Brian Busch, Jason Freeman, Judy Jennette

Reports

Subject	Presenter	Summary
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none">Manicuring Fee Changes (Attachment A) <i>Dr. Miller made a motion to accept initial price listing of the Manicuring/Nail Technology fees as presented effective Summer Term 2023. Seconded by Morgan Price. Motion carried.</i>NC A&T STEPS4GROWTH grant update – summer program development underway.Advanced Manufacturing Camp – July 24-27, 2023 – open to rising 9th and 10th graders. Will cover Welding, electrical, HVAC, and AUTO. Applications will be advertised in April. Will take 15 participants.NERSBA Early College welding update – classes are going well. They have requested fall 2023 welding classes as well.Summer Manicuring program will run from May 16-July 28, 2023 in order to create more manageable hours for the students. Note the May 16th date is earlier than the “normal” summer term start date.Advisory Committee Joint Meeting will be held April 13, 2023, at 5:30 p.m. Invitation currently being created to send to the President for review and approval.Rivers East Externship Program – April 21, 2023 – all day. The participants will begin in Building 1, Room 14, then go to the Advanced Manufacturing and Line Tech areas, then return to Building 1, Room 14. President Beddard will welcome the group.
Bertie Campus	Deborah Morris	<ul style="list-style-type: none">No report

Business	Tammy Bailey	<ul style="list-style-type: none"> The shredder had to be repaired last week due to soft plastic being shredded. The machine was jammed. The repair visit cost \$517. A sign was put on the machine to remind everyone. Travel guidelines (Attachment B)
Communications	Judy Jennette	<ul style="list-style-type: none"> Absent
Continuing Ed	Nathan Mizell	<ul style="list-style-type: none"> BLET Update (still have 10 cadets and two partial enrollees and are preparing to advertise for and August class) Fire Academy (Larry is advertising for the May night academy and working with the schools for the Workforce CCP academy in Fall 2023) BCI (meeting with BCI March 15th to look at current and new offering) Lineman (started with 13 and still have 13 students. The new instructor seems to be settling in nicely)
Human Resources	Morgan Roberson	<ul style="list-style-type: none"> KnowBe4 Trainings have been assigned and are due 4/14/23 Two transitional new hires started on 3/1/23 <ul style="list-style-type: none"> Lyntinka Cherry – Systems and Communications Tech. Treva James – Custodian, Full-time Natasha Roberson (hired 4/1/23) Director, Career Center Name Change Procedure <ul style="list-style-type: none"> Recommendation of a Name Change Policy (attach. C) <ul style="list-style-type: none"> Reference to name changes as it relates to student information is identified in Section 22 of PP Manual (Red Flags) No reference to employee name change in PP Manual <i>Morgan Price made a motion made to adopt name change procedure as presented. Seconded by Nathan Mizell. Motion carried.</i> Summer Project – Start Overhaul of PP Manual <ul style="list-style-type: none"> Step 1: HR will breakdown Policies and Procedures Manual to create divisional sections Step 2: Sections will be provided to appropriate divisions Step 3: Divisions will be responsible for checking content of assigned PP Step 4: President’s Council will have a series of working sessions to go over PP changes/recommendations NEOED – Implementation is underway. The tentative go live date is scheduled for 6/1; however, HR personal goal is 5/15. Implementation does involve about 3 weeks of behind the scenes work that only NEOED is capable of completing. <ul style="list-style-type: none"> Testing will be required. During this testing period HR will identify different departments to assist with this. Considering – Academics (FT position) and Cont. Ed. (PT position) Training will be provided to hiring supervisors prior to implementation <ul style="list-style-type: none"> Training will be provided based on divisions Supervisor checklist was provided to PC on 2/23. Please consider using this in your departments. It can be modified to fit your specific needs.
Information Technology	Jason Freeman	<p>In Jason’s absence, Bebe Major shared his updates.</p> <ul style="list-style-type: none"> We are changing the way students and employees receive their initial passwords. This change is being made to decrease the chances that a student or employee’s password

		<p>can be fraudulently changed by other people. Currently, once a new student or employee comes on-board, they set their first password using the Password Portal. Soon, new students and employees will directly receive their initial password rather than creating one. For example, new curriculum students will see their initial password on their welcome letter from the Admissions Office. We are talking to the directly impacted areas one-on-one; we have not gotten to everyone yet. We have talked to the Admissions Office, CCP, and various parts of Con-Ed. We will send an email to all employees once all the directly impacted areas have been talked to. The Password Portal will be disabled on May 12.</p> <ul style="list-style-type: none"> • Work is currently underway to convert Zoom logins to single sign-on (SSO). This work is mostly complete. We are waiting on some other groups to complete their portion of some of the steps. Once this is done, employees will login to Zoom using their regular myMartin account (the same username and password that they use for email, Moodle, etc.). This work should be completed by March 10. • We have Informer 5 training March 8 and March 9. We are working to get that setup. We will meet in Building 1, Room 10A (the highway room). If anyone going does not already have a laptop, they need to go to the library to check-out one ASAP. If anyone wants to go who did not receive the invitation, contact Jason Freeman ASAP. • We are going to Wake Tech on March 13 for the cybersecurity tabletop exercises. This was originally planned for Craven Community College, but due to scheduling conflicts, we moved to Wake Tech.
Institutional Advancement	Kinsey Price	<ul style="list-style-type: none"> • In the process of planning the Foundation Golf Tournament which is May 18. • Foundation Board meeting next week.
Institutional Research/Effectiveness	Erica Caracoglia	<ul style="list-style-type: none"> • No report
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> • IPG – Excel training in 38A today and tomorrow. • SolidWorks training for Penco March 17th. • New gas meter for HVAC. • Working on summer projects <ul style="list-style-type: none"> - Registrar's office - SOA Lab - Auditorium (will visit BeaufortCCC & CravenCC for ideas) • Cannon Grant • Bertie Budget
Student Services	Dr. Brian Busch	<p>Dr. Busch was absent – this is update from his area.</p> <ul style="list-style-type: none"> • The new Career Center Director, Natasha Roberson, will begin in Monday, April 3. The Career Center will be located in Building 2, in the old Academic Skills Center (adjacent to the Library). • The next Enrollment and Success Management meeting will be postponed (due to a conflict with the Cybersecurity Tabletop Exercise event at Wake Tech on Monday, March 13). A new date will be announced. • A graduation planning meeting is scheduled for Thursday, March 16, 2 PM. This meeting will focus on the Martin County Auditorium facilities (sound, Wi-Fi, air conditioning, lighting, etc.). A meeting invitation has been distributed. • Julie Kolikas and Brian Busch plan to attend the CCP Partnership Technical Assistance workshop at Pitt Community College on Tuesday, March 21. This workshop—

		<p>sponsored by NC DPI and NCCCS—will assist in the development of CCP Partnership Agreements. Each LEA is expected to develop an agreement with their CCP college partner by December 2023.</p> <ul style="list-style-type: none"> • The SGA Spring Fling is planned for Tuesday, April 25.
President's Office	Bebe Major	<ul style="list-style-type: none"> • Board of Trustees meeting is March 21 at the Bertie Campus. Please note . . .meeting begins at 6:00 p.m. • Herring Festival application deadline is Thursday, March 9, by 3:00 p.m.
President	Wesley Beddard	<ul style="list-style-type: none"> • Attended President's/Superintendent's meeting last week. • Apprenticeship for teachers – something we make want to look at for Martin and Bertie. Billy, Dr. Miller, and Wesley meet to see if it's something we can do. • MCC Employee Bowling – Friday, March 24, 2023. • Will be on vacation this week Wednesday – Friday. • Per Tammy's request supply and equipment requests need to be in by April 1st.

Decisions

Motion	Made By	Action Taken
<ul style="list-style-type: none"> • Accept initial price listing of the Manicuring/Nail Technology fees as presented effective Summer Term 2023. 	Dr. Tabitha Miller made motion. Seconded by Morgan Price.	Unanimously approved.
<ul style="list-style-type: none"> • Adopt name change procedure as presented. 	Morgan Price made motion. Seconded by Nathan Mizell.	Unanimously approved.

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline
<ul style="list-style-type: none"> • Manicuring/Nail Technology fee changes to Board of Trustees for approval. 	President Beddard	5/16/2023

The meeting adjourned at 11:33 a.m.

Respectfully submitted by: _____
(Recording Secretary)

Presiding officer's signature: _____ Date of Approval: _____