



Martin Community College President's Council Reports

Date: August 7, 2023

Time: 10:00 a.m.

Place: Room 14

Presiding Officer: President Wesley Beddard

Quorum Present:

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

Members Present: Tammy Bailey, Jason Freeman, Dr. Brian Busch, Nathan Mizelle, Erica Caragolia, Deborah Morris, Judy Jennette, Morgan Price, Dr. Tabitha Miller, Wesley Beddard, Bebe Major

Members Absent: Kinsey Price, Billy Barber

Reports

Subject	Presenter	Report
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none">• Boy's and Girl's Clubs summer engagement on campus has ended. The final day completed with PTA and Ortho Tech.• Advanced Manufacturing and Auto Camp went well. 8 participants ranging in age from 13-17 from several different counties and high schools.
Bertie Campus	Deborah Morris	<ul style="list-style-type: none">• Effective Teacher Training Course scheduled to begin tonight. They will meet on Monday & Wednesday nights. Class to be completed by September 11, 2023.
Business	Tammy Bailey	<ul style="list-style-type: none">• Allocations received for FY23-24• Finish Line Grant \$20,615• Finish Line Grant Administration \$5,965• Longleaf Commitment Carryforward \$6,434• Summer Accelerator Grant \$9,624• Underserved Student Outreach & Advising CF \$52,334
Communications	Judy Jennette	<ul style="list-style-type: none">• Working on new brochure racks• New brochures for each program should be completed this week (will distribute for review soon)
Continuing Ed	Nathan Mizell	<ul style="list-style-type: none">• BLET graduation was a success. A new class will start in two weeks. We anticipate 10-12 student.• Fire Academy is ongoing and should complete in December.• Line academy begins next week and runs thru December.• Classes are starting at BCI with a new class beginning this month for carpentry.

<p>Human Resources</p>	<p>Morgan Price</p>	<ul style="list-style-type: none"> • Mustang Knowledge – Will begin in September. These sessions are intended to educate our Colleagues on functions, tasks, processes or procedures, etc. that are relevant to a specific office/person; however, impact the campus as a whole. <ul style="list-style-type: none"> ○ September Topic: Get to Know Our Students/What IE Can Do For You (9/27/2023) (Erica Caracoglia) ○ October Topic: Publisher > Word (10/25/2023) (Judy Jennette) ○ November Topic: – Retirement? Yes, You (11/29/2023) (Morgan Price) • Satisfaction Survey – Template for the Fall satisfaction survey is located in the August President Council Access Folder (Titled: Satisfaction Survey Criteria 2023). Please review this information and share with those in your area to whom the survey applies to. Will need any recommended changes submitted directly to HR via email by 8/28/2023. Survey expected to be sent out to employees on 9/11/2023. If no feedback is provided the data criteria as currently presented will be used. • Fall Required Trainings – AED Training, IT, Campus SaVE Act. Trainings will begin 10/1/2023 and end 11/30/2023. Will be provided online. Employees will be assigned to the training and an email will be sent ahead of time. • Paid Parental Leave – Copy of Temporary Amendment 1 C SBCCC 200.100 in August President Council folder. We are currently administering Paid Parental Leave as outlined through this temporary provision. The MCC Policy/Procedure will be amended once we have the permanent ruling from SBCC. <ul style="list-style-type: none"> ○ In response to some of the language and requirements outlined with Paid Parental Leave we were advised by NCCCS General Counsel to look at our current policies and procedures. The two primary topics they wanted to ensure we had “clear” policies and procedures on included appointment types AND review of any policy and procedure that may create a “public safety concern” with an emphasis on nepotism. ○ At the July President’s Council meeting I presented revisions to our current Appointment Type procedure. Minimal feedback was provided and adjustments were made based on this feedback. I am requesting that we implement the procedure as presented. The procedure is included in the August folder. ○ Nepotism Policy/Procedure - I reevaluated our current policy and procedure I also researched other NC Community College’s policies. I have made minor revisions to MCC’s policy in which we separate the procedure from the policy and modified/clarified original text to allow for a better flow of information. The proposed information does adhere to SBCCC code.
<p>Information Technology</p>	<p>Jason Freeman</p>	<ul style="list-style-type: none"> • Reminder that we intend on switching email domains for part-time and adjunct employees to <i>@my.martincc.edu</i> on Dec. 20, 2023. We intend on announcing to the campus via email in early September 2023. Beginning in September 2023, we also intend on no longer giving new part-time and adjunct employees the <i>@martincc.edu</i> email domain. • We are still working on the following computer labs and hope to have them completed this week: B4-50A, B4-38A, B4-38B, and B3-10 (Automotive). We have installed new projectors and

		<p>projector screens in B4-50A, B4-38A, and B3-10. We are now re-imaging the computers in all these labs. In B4-50A and B4-38A, we intend on deploying Windows 11.</p> <ul style="list-style-type: none"> We are working on a way to have initial passwords for new students automatically emailed to their personal email addresses if a personal email address is populated in Colleague for the student. This email would be sent once per day, after 5:00 PM. Once we are further along on this project, we will send an email to relevant parties to make them aware, hopefully by the end of this week. This is simply another avenue for new or returning students to receive their initial password, in addition to all of the college's current efforts. We are not sure yet, but we may need to start deleting student accounts more quickly than we currently do. The issue that is occurring is that students will get their initial password as new students, change their password, do some classwork, and then not use their account for months. Then, they have forgotten their password after all that time. Then, the student will then want to get into their account. If their MFA methods are still set, they can actually reset their password on their own, but in that length of time, many students have gotten new phones or new phone numbers, preventing them from resetting their own password. This seems to affect Continuing Education students more than Curriculum students. We are thinking about deleting accounts after 6 months of inactivity, where inactivity means "having not logged in to at least one <i>myMartin</i> service." We will talk more about this soon.
Institutional Advancement	Kinsey Price	<ul style="list-style-type: none"> Absent
Institutional Research/Effectiveness	Erica Caracoglia	<ul style="list-style-type: none"> Substantive Change Policy and Procedure revisions <ul style="list-style-type: none"> The policy we have in the manual is out-of-date with SACSCOC policy. Shortened policy to make more generalized. Created a procedure so that everyone on campus is familiar with the steps needed for us to identify, create, and submit substantive change to SACSCOC. The procedure may be too detailed for the PnP manual and need feedback to determine what, if anything, should be removed and maintained in an IE departmental procedure. Discuss process for having supervisors review unit goals now and at the end of the academic year or fiscal year.
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> Absent
Student Services	Dr. Brian Busch	<ul style="list-style-type: none"> The formal compliance review schedule issued by the System Office (7/31/23) confirms that the College will not have a review for the FY2023-2024. Several new fees (effective July 1, 2023) are shown on the college's webpage at www.martincc.edu/curriculumtuition. Fees have been increased to cover the costs of mailing additional graduation items, additional graduation tassels, equine stall board, and equine pasture board. There is also a new fee for official Continuing Education Transcripts—at www.martincc.edu/conedfees. The next Enrollment Management Meeting is scheduled for Monday, August 14, at 10 AM. Regarding Enrollment--Career in a

		Year and MCC Commitment Grants (renewals) are being awarded. The deregistration list, as of this morning, is 100.
President's Office	Bebe Major	<ul style="list-style-type: none"> Called Board of Trustees Meeting Wednesday, August 9, @ 5:30 p.m. This meeting is just for the BOT to discuss Presidential Search. Coffee Trailer – Mickey Kinnion (Perfect Perks) will set up coffee trailer between Buildings 1 & 2 on Tuesday, August 29 and Tuesday, Sept. 12 from 7:45 a.m. to 12:30 p.m.
President	Wesley Beddard	<ul style="list-style-type: none"> Convocation – Breakfast/Lunch, August 14 President Talk, August 21, 2:00-4:00 p.m., Teams & Face to Face Talked w/Jennie Bowen – may be having general meetings with hospital employees in our auditorium. Hospital needs place for EastCare to land County Commissioners meeting Wednesday night-MCC is on the agenda. New employee breakfast August 15.

Decisions

Motion	Made By	Action Taken
<ul style="list-style-type: none"> Accept the Appointment Type procedure as presented. Substantive Change Policy and Procedure Revisions accept policy as written. 	Erica Caracoglia made motion. Seconded: Dr. Brian Busch Approved Dr. Tabitha Miller made motion. Seconded: Nathan Mizelle Approved.	Take to 9/19/23 BOT Full Board meeting Take to 9/19/23 BOT Full Board meeting

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline
Review Nepotism Policy/Procedure – vote on at Sept. 5 President Council Meeting		

The meeting adjourned at 11:59

Respectfully submitted by: _____
(Recording Secretary)

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