



Martin Community College President's Council Reports October 2, 2023

Time: 10:00 a.m.

Place: Room 14

Presiding Officer: President Wesley Beddard

Quorum Present: Yes

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

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

Members Absent: None

Reports

Subject	Presenter	Report
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none">UNCW/3C Aspiring Leaders Summit: We are requesting to be a host college for the 2-day workshop in Spring 2024. (flyers are in the SharePoint folder)STEPS4Growth meeting on Sept. 20th went well. The full 4-year funding for Clean Energy Equipment has been opened to the college. A request has been sent up the chain to purchase a shed and trailer to outfit for a live lab setting and mobile lab setting. The next request will be for Electric Vehicles (EV) and a 15-passenger van to tow the trailer as well as use for required student Clean Energy field trips.Tutoring: MCC utilizes solely the online Upswing platform for all tutoring. Students can meet with a tutor live and/or submit an assignment for review and feedback. We are looking into adding the ANA virtual assistant feature to our current contract. ANA is an AI interactive feature that helps students in real-time and connects them with a tutor on demand if someone is available. For example, when a student enters the Upswing portal, ANA will greet them and ask how they are doing. If the student says, "Not too well", ANA will ask why. If the student says, "I failed my math test." In the background, ANA will begin searching for an available live tutor. If one is available, she will ask the student if they would like to connect. If there is no one available, ANA will ask if they want to set an appointment to meet with one. Learn more at https://upswing.io/our-solutions/. MCC can set ANA up to send notifications as check-in points for students as well.Question: At the CAO meeting, Lisa Eads discussed the growing need for trained surveyors. Do we have a class for this in Con Ed? Should we look into it for our area? Should we look into adding it for Curriculum?
Bertie Campus	Deborah Morris	<ul style="list-style-type: none">Met with My Future NC committee on September 14 and discussed resources to use to keep students in high school and try to get them more interested in attending college.Activity Director and Phlebotomy classes started on the Bertie Campus the first week of September.

		<ul style="list-style-type: none"> • CRC Testing for BHS students took place on September 25 – 27, 2023 • I took part in Parents Night on Wednesday, September 28th at Windsor Elementary. I talked with 14 parents that are interested in taking classes (Healthcare, Welding) at Martin. One parent I talked to was interested in SBC. • I spoke with Curt Kedley of the Good Shepherd Food Bank about the possibility of using space at the old Bertie Middle School. He also informed me of a couple of vacant buildings that the county owns where we may be able to hold classes.
Business	Tammy Bailey	<ul style="list-style-type: none"> • MCC Procurement Plan for FY 23-24 was sent to several members on September 12th with a due date of September 28th. No responses have been received. MCC must submit our report by COB today, October 2nd. I have uploaded the file from last year and this year's template in the folder.
Communications	Judy Jennette	<ul style="list-style-type: none"> • MCC's booth at the Country Stampede seemed to run smoothly this weekend. Five people signed up for additional info about our programs (4 curriculum and 1 CCR). • Plans for the MCC Christmas Party are underway. It will be held on December 13 • Nearly all of the program cards have been updated and reprinted. • The big printer (aka Mamma Jamma) has been jamming up a lot lately and there are 24 print jobs in the hopper. The tech guy came again this morning, and it is working at the moment. Please be patient as Ruben begins again to get the orders completed. • Blood Drive went well last week. 18 pints collected.
Continuing Ed	Nathan Mizell	<ul style="list-style-type: none"> • BLET, Fire, and EMS Certification classes are ongoing with recruitment for the next cohorts being priority at this time. • Nurse Aide I is in session at the Martin Campus and Phlebotomy and Activity Director are in session at the Bertie Campus • Lineman is ongoing and I have had several inquiries about our Spring offering including a few early graduates from Martin and Beaufort Counties • Coordination with Caldwell CC about their CDL program coming to MCC for the lineman class is ongoing. We are still working out the details and the process. • BCI is still operating as normal for us but RCCC is trying to bring courses into the facility. No formal PEP has occurred according to Mrs. Armstrong, but we were notified last week that RCCC would be bringing two classes to BCI.
Human Resources	Morgan Price	<ul style="list-style-type: none"> • Mustang Knowledge – First session was offered 9/27/2023 by Erica Caracoglia. I have downloaded this video and will be posting it online. • Next Mustang Knowledge Session 10/25/2023 - Will be offered by Judy Jennette. • Open Enrollment for Medical/NCFlex - October 9 – October 27, 2023 • NCFlex will be on campus to assist with Open Enrollment 10/18/2023. NCFlex will be located in the Career Center Computer Lab • Pierce Insurance will be on campus 10/18/2023 to assist with questions and enrollment for Whole Life. They will be located in Building 1 – Executive Conference Room.

		<ul style="list-style-type: none"> • Empower – Representative will be on campus to assist with individual enrollments and supplemental retirement planning. Chris will be here on 10/25/2023 from 9:00 – 4:00. He will be located in the Building 1 – Executive Conference Room. A sign-up sheet will be sent. • Nepotism Policy was approved by the BoT on 9/19; with a change in the wording (relatives to closely related person). This change and other suggestions by the MCC BOT does require us to revisit policy to ensure consistency. I have loaded a revised procedure in October 2023 President's Council Folder. • Off Campus – 10/3 - 10/6 and 10/7 - 10/13. • Employee Institutional Satisfaction Survey has closed. Results will be filtered and sent out in the coming weeks. • Question to the Council – Do we want to explore offering a flu shot on campus? Leggett Pharmacy/Drug in Robersonville has called and indicated they may want to do one on campus.
Information Technology	Jason Freeman	<ul style="list-style-type: none"> • We are currently underway with changes to email addresses for part-time and adjunct employees. We hope to start making contact with these employees next week. • We are currently migrating the public website to a hosting provider. We hope to finish it by the end of October or first week of November. It may cause a few hours of downtime on the website. • We are splitting the intranet from the public website. It will be its own simpler website. We are hoping that it will be completed by the first week of Nov. • We are about 40% finished with the Fall 2023 access review. We hope to be finished by Oct. 13. Employees in your area may be hearing from us if there are recommendations to remove any of their access. • We opened the part-time IT staff vacancies last week. We are interviewing a part-time IT candidate today. There seems to be more interest from candidates this time than there was the last time we had open positions.
Institutional Advancement	Kinsey Price	<ul style="list-style-type: none"> • Campus Drive – kickoff when everyone returns from Fall break on Oct. 16 and will continue through end of year • Horses – still moving forward with horse auction this fall <ul style="list-style-type: none"> - a couple horses have been rehomed and one had to be humanely euthanized unfortunately • Foundation Update newsletter
Institutional Research/Effectiveness	Erica Caracoglia	<ul style="list-style-type: none"> • Review and approve updated Substantive Change procedure • Reminder – SACSCOC Standard first drafts due 11/1 • Updates to IE pages on Webpage and intranet • SACSCOC 5TH Year and beyond
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> • Lockdown Drill Tomorrow @ 9:30 a.m. (Martin Co. Sheriff's Dept.) • Registrars' area - ordering carpet • Replace carpet on President's Office hallway ??? • Training at Domtar and Weyerhaeuser • Hosting Business and Industry Council Late January • Safety Report submitted last week • Meeting with Architects • Rehired Mr. Joe James in a part-time capacity

<p>Student Services</p>	<p>Dr. Brian Busch</p>	<ul style="list-style-type: none"> • MCC Fall Job Fair is scheduled for Tuesday, October 10 from 3 to 5 PM. Activities will take place in Building 1, Room 14. • SGA Fall Fest is scheduled for Tuesday, October 25. The expected times are 11 AM to 1:30 PM with food being served at 11:30 AM. • The Transfer Tour is Scheduled for October 31—12 to 1:45 PM. • A revision to the Safety Exception to Open Door Admissions Policy is presented with the intent to bring the proposed policy to the Board of Trustees in November. The revision may provide greater flexibility to the college when responding to potential safety threats from applicants. • The Suspension or Expulsion Exception to Open Door Admissions (new) Policy is presented with the intent to bring the proposed policy to the Board of Trustees in November. This policy, if approved, will allow (but not require) the college to deny admission to an applicant who has been suspended revision may provide greater flexibility to the college when responding to potential safety threats from applicants. <i>*Motion approved with corrections to policy---take to the October 17th BOT Curriculum Meeting for approval.</i>
<p>President's Office</p>	<p>Bebe Major</p>	<ul style="list-style-type: none"> •
<p>President</p>	<p>Wesley Beddard</p>	<ul style="list-style-type: none"> •

Decisions

<p>Motion</p>	<p>Made By</p>	<p>Action Taken</p>
<p>Safety Exception to Open-Door Admission Dr. Tabitha Miller made a motion to approve the Safety Exception to Open-Door Admission Policy with the following revision: leave in “23 SBCC 02C.0301 (e) and (f)” and to approve the Suspension or Expulsion Exception to Open-Door Admission Policy with the following revisions: (1) delete “An applicant who is denied admission does not have the right to appeal.” (2) Replace the previous sentence with “The applicant will have the right to appeal the decision by submitting a written request to the President. In all cases, the President’s decision shall serve as the final governing authority of the College.”</p> <p>Judy Jennette seconded the motion. Motion was unanimously approved.</p>	<p>Motion: Dr. Tabitha Miller Second: Judy Jennette</p>	<p>Motion carried</p>

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline
Safety Exception to Open-Door Admission	Dr. Busch	Present at October 17, 2023 BOT Curriculum Committee Meeting

The meeting adjourned at 12:27 p.m.

Respectfully submitted by: _____
(Recording Secretary)

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