



Martin Community College President's Council Reports November 6, 2023

Date: 11/6/2023

Time: 9:00 a.m. [OB]

Place: Room 14

Presiding Officer: President Wesley Beddard

Quorum Present:

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

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

Members Absent: Nathan Mizelle

Reports

Subject	Presenter	Report
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none">• New Program Request: Mechatronics Engineering Technology (handouts in meeting)• Perkins Update: Carry Over Funds about \$8,900• S4G Update: No new information. Still waiting on new FY budget and approvals for purchases of the shed and trailer
Bertie Campus	Deborah Morris	<ul style="list-style-type: none">• Oct. 4 – Met with Bertie CTE committee. One of the take aways is an interest in BHS students to be offered an EMT/EMS course.• Oct. 6 – Administered CRC test to BHS students. The question was asked if MCC could offer testing for \$12/test for each student.• Nov 1 – Activity Director students began clinicals at Three Rivers, completion date expected November 11, 2023.• Nov. 6 – I plan to attend Bertie County Commissioners meeting tonight at 6PM.
Business	Tammy Bailey	<ul style="list-style-type: none">• BOT Meeting November 21st. Working on the 2-1 budget form for the BOT's approval. Form 2-1 due to System Office December 15th.
Communications	Judy Jennette	<ul style="list-style-type: none">•

Continuing Ed	Nathan Mizell	<ul style="list-style-type: none"> •
Human Resources	Morgan Price	<ul style="list-style-type: none"> • Finalizing review of budget as it relates to increases and hope to start keying increase information and retroactive payments this week. • Will work on contracts once Payroll has been keyed • Bebe and HR will be meeting with Dr. Boham (ELA) on 11/7/2023 to discuss President Search • As of 11/6 46 employees have NOT completed their required Fall trainings. I will be sending a reminder out today. • November/December Timesheets (Part-time) - Time will run from 11/16 - 12/7. Timesheets need to be turned into Payroll 12/7. • Information will be sent out within a few weeks regarding the December Holiday Break. Eligible employees will be permitted to work if needed 12/20 - 12/22 and/or 12/28 - 12/29. • Service Awards will be provided at the Christmas Party in December
Information Technology	Jason Freeman	<ul style="list-style-type: none"> • We are actively working on new email domains for adjunct and part-time employees. We must be finished by the end of December because that is when we promised it would be completed. We are also working with Distance Learning to ensure their part of it is successful, too. • We will be deploying a new internal signage system soon. We hope to have it rolled out by the first week of December. • We are behind schedule on the website and intranet migration to a hosting provider. We hope to be done by end of November. We expect no noticeable downtime as we will do the migration on a weekend late at night. • For texting, we are looking at a provider called "MessageMedia." It may save us money if we continue expanding texting across campus. And it may work better in some ways, such as allowing intra-office texts. • The System Office has launched a new website. The site is aesthetically pleasing, but staff members across the System are having trouble finding things because it is different than before. • We have a new part-time employee, Tyler Smith.
Institutional Advancement	Kinsey Price	<ul style="list-style-type: none"> • Foundation BOD Meeting tomorrow night (11/7) at 5:30pm

		<ul style="list-style-type: none"> • Campus Drive Update: \$9,136/deadline is Dec. 15 • Request to Pursue Grant process
Institutional Research/Effectiveness	Erica Caracoglia	<ul style="list-style-type: none"> • Spring numbers • Substantive Change Procedure • SACSCOC 5th year update – Due Sept. 8 to SACSCOC. • Movement on forced graduations
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> • Oakley Collier meeting Thursday, 9-11am on expansion project • Oakley Collier Building/Site Walkthroughs – ADA week Nov. 13 -17th
Student Services	Dr. Brian Busch	<ul style="list-style-type: none"> • The content of the revision to the "Safety Exception to Open-Door Admissions Policy" and the new "Suspension or Expulsion Exception to Open-Door Admissions Policy" was approved by the BOT's CU Committee. The Committee has requested that the content of both policies be presented at the next BOT meeting as a revision to the Open-Door Admission Policy. • Preliminary work has been done to examine increasing student fees for CU students and introducing fees for CE students to offset expenses associated with such items as InformaCast, Text Magic, student accident insurance, FundFive, and instructional technology. Consideration needs to be given to the following: Does the College support passing these costs along to students? Is there a financial need to increase fees? Should fees be increased incrementally? Will fee increases be presented to the BOT this Spring (to be effective July 1 / 2024FA)? • Several events took place in October: Fall Career Fair, Fall Fest, and University Transfer Fair. All appeared successful, and a big thanks to all those who assisted in setup and execution.
President's Office	Bebe Major	<ul style="list-style-type: none"> • Date Change-President Beddard's Retirement Reception has been rescheduled to Tuesday, December 5 instead of December 7.
President	Wesley Beddard	<ul style="list-style-type: none"> • Schedule time to present overview of Proposed Changes to NCCCS Funding Model • Budget meetings with direct reports • October Leave Reports • Spring Registration

Decisions

Motion	Made By	Action Taken
Move forward with Mechatronics Engineering Technology (A40350)	Motion by Dr. Brian Busch Seconded by Judy Jennette	Motion carried unanimously

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline

The meeting adjourned at

Respectfully submitted by: _____
(Recording Secretary)

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