



Martin Community College President's Council Reports

Date: 2/5/2024

Time: 10:00 a.m.

Place: Room 14

Presiding Officer: Interim President Dr. Larry Keen

Quorum Present:

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

Members Present: Tammy Bailey, Jason Freeman, Judy Jennette, Dr. Brian Busch, Dr. Tabitha Miller, Nathan Mizell, Erica Caracoglia, Deborah Morris, Kinsey Price, Morgan Price, Bebe Major, Dr. Larry Keen

Members Absent: Dr. Billy Barber

Reports

Subject	Presenter	Report
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none"> • 2025 –2026 Calendar for review, discussion, approval • Perkins Update – 70% of the budget spent so far. All but one equipment purchase is completed. • STEPS4Growth Update – new budget finally given; request for equipment purchasing for shed, trailer, EV vehicles for labs, and 15-passenger van submitted for approval; waiting on EDA approval. • ISA's with Beaufort fully approved at the System Office level. Official letters received. • MOU's - working on one for pre-nursing with UMO and one for Criminal Justice with ECSU • UPSwing Update – ANA AI tool has had 253 messages sent from students to ANA • PD - February 29th @ 10 a.m. virtual "Navigating NC Legislation: Unpacking Session Law 2023-62" with Keisha Jones
Bertie Campus	Deborah Morris	<ul style="list-style-type: none"> • NC Cooperative Extension had approved Bertie County Cooperative Extension to receive funding to hire a "Digital Educator". • Followed up with director of BC Council on Aging, Friday, February 4th, regarding computer class for seniors. The center will be receiving computer classes through the Co-op Extension. • Phlebotomy students have started clinicals
Business	Tammy Bailey	<ul style="list-style-type: none"> • State Auditors started our FY22-23 audit on January 30th. They are working both onsite and remote. • The mileage rate increased effective January 1, 2024. The standard rate is \$0.67 and convenience \$0.44. The travel request forms, and reimbursement form have been updated.

<p>Communications</p>	<p>Judy Jennette</p>	<ul style="list-style-type: none"> • Business card paper has been delivered and the print shop should be able to get the back orders fulfilled this week • Work order submitted to create a forms page with access to new stationery templates. • Still working on getting Rite Lite Signs and Watchfire software to get our electronic signs working properly (the light panels are still under warranty) • Developing a full-page ad layout for the Enterprise's 250th anniversary booklet • Working on getting booth space at Herring Festival
<p>Continuing Ed</p>	<p>Nathan Mizell</p>	<ul style="list-style-type: none"> • Continued work with Caldwell CC to bring a CDL class here for the Line Tech students (working with the owners of property on HWY 125 N to get approval for a driving range) • HRD and GED Testing are now consolidated in the HRD/CRC center in BLDG 2 • EMT and AEMT classes start in February • Fire Academy is slated to begin in May • BCI courses should be operating today/ the lockdown has been rescinded
<p>Human Resources</p>	<p>Morgan Price</p>	<ul style="list-style-type: none"> • President Search Update • Email sent on 2/1/2024 regarding name changes/address changes. Please be sure this information was shared with your team accordingly • Will be compiling list of Spring Trainings • Evaluations – Evaluations materials will be sent out soon. Please be on the lookout • New Hires/Position Changes - <ul style="list-style-type: none"> ○ Mike Drew – Advanced Maintenance Technician
<p>Information Technology</p>	<p>Jason Freeman</p>	<ul style="list-style-type: none"> • We are thinking of creating a Data Governance Committee, composed of two sub-groups. One group, which is primarily for determining data access, is already operational; the other group will be new. The new group's charge will be to improve the quality and availability of the college's data. (Paper attachment given in meeting.) Please look so we can vote on this at the next meeting. • We have deployed the new internal-signage system. The content creators were given some training last Friday. The project was led by Tyler Smith. • We have applied for a fiscal-year 2023 "State and Local Cybersecurity Grant Program" (SLCGP) grant. We should know by June 2024 whether we will be awarded any money. We applied for \$167,000, which should be enough to purchase a laptop for every permanent employee of the college and a privileged access workstation (PAW) for each IT employee. • For the SLCGP application, the President Council previously committed to reducing the number of non-employee computers by 35 across campus. Due to some shuffling, that number has since been increased to 37 devices; impacted areas do not think this will create an issue. • Procedure 1: "Beginning July 1, 2025, except during financial exigency as determined by the college's Chief Financial Officer (CFO), the college allocates a minimum of \$20,500 per fiscal year for replacement of employee computing devices (laptop, desktop,

		<p>or tablet) assigned to designated permanent employees and to non-permanent employees who have received an explicit exception from the President Council, if any."</p> <ul style="list-style-type: none"> • Procedure 2: "Once a computing device is unsupported by its manufacturer or by its operating-system vendor, or once a device has been determined by the college's Chief Information Officer (CIO) to be dangerous to use, the information-technology (IT) department must remove the device from use. While the college's IT department will attempt to work with impacted areas to mitigate impact, under no circumstance will a college employee or student be allowed to use an unsupported device or operating system for more than three (3) months; in such circumstances, the device will be removed from use even if doing so would impact instruction or the business of the college." • Procedure 3: "Each permanent employee of the college is assigned, at most, one (1) computing device, and that device is a standard-issued laptop, as determined by the college's Chief Information Officer (CIO). Employees who directly or indirectly report to the college's Director of Facilities & Grounds are not assigned a computing device. <p>Employees who are assigned more than one (1) computing device must either (a) be granted a business-justified exception from the President Council which will automatically increase the annual financial allocation for device replacements at a rate determined by the college's CIO; or, (b) understand that the college's information-technology (IT) department will be required to remove the device from use once the college's CIO has determined that the device is unsupported or dangerous to use. Non-permanent employees, or any employee reporting directly or indirectly to the college's Director of Facilities & Grounds, who are assigned one (1) or more computing devices must either (a) be granted a business-justified exception from the President Council which will automatically increase the annual financial allocation for device replacements at a rate determined by the college's CIO; or, (b) understand that the college's IT department will be required to remove the device(s) from use once the college's CIO has determined that the device is unsupported or dangerous to use."</p> <ul style="list-style-type: none"> • Procedure 4: "Each permanent employee of the college is required to consent to an "IT Security and Acceptable Use Agreement" every twelve (12) months. Permanent employees must read and sign the agreement; failure to sign the agreement will result in revocation of computing, network, and all other IT privileges. Every twelve (12) months, one (1) or more permanent employees at the college will (a) notify non-permanent employees of the agreement and (b) request that non-permanent employees read and understand the agreement. Signatures will not be collected for non-permanent employees." • Procedure 5: "Beginning July 1, 2025, except in extraordinary circumstances, permanent employees of the college will use only college-owned computing devices to conduct college business. Exceptions are as follows: (a) checking or sending email, meetings, or calendars on secure personally owned devices and
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		(b) using secure personally owned devices to aid in authentication or authorization on college-owned computing devices (e.g., using an authenticator app on a phone or a security key).”
Institutional Advancement	Kinsey Price	<ul style="list-style-type: none"> • Final Campus Drive Report • Golf Tournament Planning • Foundation Board Meeting: Tu, 2/13 @ 5:30pm • Updated list of Foundation Scholarships available for academic year 2024-2025 to be approved/voted on at 2/13 Board meeting • Foundation’s Year-End June 2023 independent audit has been completed with no findings. Audit agency “determined that the information complies with U.S. GAAP” and that “the information is appropriate and complete in relation to our audit of the financial statements” (as stated on audit agency’s report).
Institutional Research/Effectiveness	Erica Caracoglia	<ul style="list-style-type: none"> • SACSCOC 5th Year Interim report due September 8, 2024. • SACSCOC notification for Mechatronics Technology has been submitted. • MCC 2022-2027 Strategic Plan progress • 5- year trend data • MCC Data Dashboards • Institutional Satisfaction Survey results – would like to document areas identified for improvement to include with summer BoT update
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> • Customized Training with Domtar today 2/5/24, 3rd party trainer IDCON Inc., Managing and Scheduling Reliability & Maintenance • We received our first reimbursement check from Hampton Roads Workforce Council Friday concerning the Advanced Manufacturing Expansion Planning Grant, \$10,635.70. We’ve visited 2 sister colleges so far and are planning several more visits. Oakley Collier gave us a preliminary Advanced Mfg building plan we are critiquing now. We have thru March to plan and a report is due in April. This will set us up possibly for the next funding stream if they like our plan. • The ADA & Restroom Renovations easement by Oakley Collier is under way. Losing one fixture per restroom will give us space in the existing restroom footprints to make them ADA compliant. This is the most economical method, checking with local building inspector now for approval on this. • The Auditorium will likely be a standalone informal project; Oakley Collier is working on this design too. • We’re looking at closing several long running projects and opening new projects, so send me upgrades and renovations needed in your area. No promises but we’ll get you on the list.
Student Services	Dr. Brian Busch	<ul style="list-style-type: none"> • A successful FAFSA Day event was held on-campus on Saturday, January 27th. Financial Staff and CCP staff were both present. Our Assistant FA Director, Allison Stalls, has also been present at FAFSA events at Riverside High School and Bertie High School. • An annual "Institutional Fees" announcement will be sent to permanent employees this week. The announcement requests employees review the current institutional fee schedule, note corrections, and present necessary updates to supervisors. The proposed 24-25 fee schedule is typically presented to the Board of Trustees for approval during the March or May meeting.

		<ul style="list-style-type: none"> The college will host its annual Black History Month event on Thursday, February 15, from 7 to 9 PM. The event has been a usual occurrence at MCC but has not been held since 2019; several years were missed following the COVID pandemic. Several employees will be representing MCC at the Completion by Design Reunion held February 26-28 in Sinclair Community College (Dayton, OH). Wesley Beddard, now with NCEast Alliance as a STEM East Consultant, is visiting each of the Down East community colleges to discuss the STEM East initiatives and to discuss more ways your efforts to advance technical education in our region can be supported. A group from MCC will be meeting with Wesley on Tuesday, February 13. Those typically involved with spring commencement should watch for a planning meeting invitation from Camille Richardson, Registrar. Commencement is planned for Friday, May 10. At the conclusion of the Fall Semester, the SGA conducted a successful food and hygiene item drive. Items will be placed in a campus "blessing box" with open access to students. SGA is also making plans for Spring Fling (March/April). SGA Advisors are Dwayne Evans and Natasha Roberson. The Enrollment and Success Management committee will meet Monday, February 12, at 10 AM. Location TBD.
President's Office	Bebe Major	<ul style="list-style-type: none"> Perfect Perks on campus tomorrow 7:30 a.m. - 1:00 p.m.
Interim President	Dr. Larry Keen	<ul style="list-style-type: none"> Would like to set up meetings with each council member within the next two weeks. Will be touring our campus and our community. Will be attending Rotary meeting on our campus.

Decisions

Motion	Made By	Action Taken
Motion to approve 2025-2026 Academic Calendar & Operational Calendars as presented.	Motion made by: Dr. Brian Busch Second: Erica Caracoglia	Motion Carried

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline
Academic Calendar	Dr. Tabitha Miller	Present at March 19, 2024 BOT Full Board Meeting

The meeting adjourned at 12:15 p.m.

Respectfully submitted by: Bebe Major
(Recording Secretary)

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