



# Martin Community College President's Council Reports

**Date:** 3/4/2024

**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:**

**Members Absent:** Tammy Bailey, Kinsey Price

## Reports

Subject	Presenter	Report
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none"><li>• Entrepreneurship Termination Proposal (Handout) - Request is to approve termination of the Entrepreneurship program (A25490) effective Fall 2024. Curriculum Committee approved termination on January 3, 2024.</li><li>• MCC is the Spring 2024 host site for the UNCW Aspiring Leaders' Summit March 14-15, 2024. Twenty-two folks from our regional colleges will be participating.</li><li>• MCC/MCS joint meeting will be March 18, 2024, at 2:00 p.m. at the Innovation Campus.</li><li>• MCC will host the next RiversEast Externship program on April 12, 2024.</li></ul>
Bertie Campus	Deborah Morris	<ul style="list-style-type: none"><li>• Nothing to report</li></ul>
Business	Tammy Bailey	<ul style="list-style-type: none"><li>• Absent</li></ul>
Communications	Judy Jennette	<ul style="list-style-type: none"><li>• Ritelite Signs will FINALLY be here on March 11 to begin working on the electronic signs. It will take them two days to switch out the light panels.</li><li>• Our new pocket folders arrived on Friday. They are stored in the print shop. Let me know if you need some.</li><li>• Preparing to start Summer/Fall registration promotion this week.</li><li>• Will be sending out a volunteer sign up sheet for Martin County's 250<sup>th</sup> Anniversary event on March 16, from 10 am – 4pm.</li></ul>
		<ul style="list-style-type: none"><li>• BLET cadets will take their state exam this Friday</li></ul>

<b>Continuing Ed</b>	<b>Nathan Mizell</b>	<ul style="list-style-type: none"> <li>• Con Ed is looking at putting some new classes on the Summer and Fall schedules. Some of the proposed courses are Motorcycle Safety, Craft Brewing, Basic Vehicle Maintenance, Spanish for Public Safety, Financial Planning, Basic Horse/Equine 101, weekend ESL class .....</li> </ul>
<b>Human Resources</b>	<b>Morgan Price</b>	<ul style="list-style-type: none"> <li>• President search interviews will take place this week.</li> <li>• ECU – Bertie: will be on campus 3/19 to provide student and employee health screenings. They will be in Building 1 Room 14 from 10:00-1:00</li> <li>• Can the following approved policies please be sent to HR: <ul style="list-style-type: none"> <li>○ ACA Policy Requirement and Waiver</li> <li>○ Administrative Withdrawal Policy</li> <li>○ Credit for Prior Learning Policy</li> <li>○ Academic Closure Policy</li> </ul> </li> <li>• Reminder – All volunteers and interns must complete a volunteer/intern request form. This form must be completed and provided to HR prior to any work being performed. All volunteers/interns must be approved. If you have a volunteer/intern working within your respective department(s) please reach out to HR immediately.</li> </ul>
<b>Information Technology</b>	<b>Jason Freeman</b>	<ul style="list-style-type: none"> <li>• We are trying to reduce budget for Office 365. Current number of Office 365 licenses is 228, which costs about \$30,000 per year. We are thinking about reducing the number by about 10 licenses (to 217) by removing licenses for employees who have not logged in for 6 consecutive months. That would reduce costs by about \$1,000 per year.</li> <li>• We are beginning now to send notifications about change of access in Colleague. Please let your folks know to respond to the email promptly if they have concerns.</li> <li>• We are trying to reduce budget required for networking. On the college's current track, the campus's networking will require \$44,000 beginning due to the Rural College Broadband Project of 2020. We are attempting to reduce that amount to \$14,500 per year, but it will take quite a bit of work and one-time funds.</li> <li>• We are beginning a similar exploration for the college's firewall. Due to the Rural College Broadband Project of 2020, the college is on track to need to allocate \$31,000 per year for the firewall. We do not currently know how much we can reduce this amount; we are working on it.</li> <li>• We are ready to vote on certain proposed procedures; others we want to bring back next month as they still need some tweaking. Handout has list of all currently proposed procedures.</li> <li>• We are still tweaking the Data Governance Committee proposal. Handout has lasted draft.</li> </ul>
<b>Institutional Advancement</b>	<b>Kinsey Price</b>	<ul style="list-style-type: none"> <li>• Absent</li> </ul>
<b>Institutional Research/Effectiveness</b>	<b>Erica Caracoglia</b>	<ul style="list-style-type: none"> <li>• JobsEQ</li> </ul>
<b>Operations &amp; Business/Industry</b>	<b>Billy Barber</b>	<ul style="list-style-type: none"> <li>• County Budgets due in March</li> <li>• ADA Restroom Budget #'s should be available soon also Auditorium renovation cost.</li> <li>• Other Capital Projects</li> </ul>

		<ul style="list-style-type: none"> <li>• Advanced Mfg Program Expansion Grant</li> <li>• March 26 – Hosting the NCEdge Customized Training Regional Meeting</li> <li>• Lease Agreement with 4-H East Qualifying Horse Show May 3, 4, 5</li> <li>• New payment Kiosk at building 1 Avenue C Vending</li> <li>• Several new picnic tables on order for the campus</li> </ul>
<b>Student Services</b>	<b>Dr. Brian Busch</b>	<ul style="list-style-type: none"> <li>• The current Tuition and Fees Schedule has been distributed to members of the President's Council. Please review with your respective departments. Report on any previously unrecognized fees. It is suggested that proposed changes be presented to the President's Council in April and to the Board of Trustees in May.</li> <li>• Conversations are occurring with the College and with PCC's TRiO program. As a result of an existing partnership, a TRiO Outreach Specialist is assigned to assist adult students with admission and FAFSA applications. A follow-up meeting is scheduled for March 13.</li> <li>• Online transcript ordering services will be available through the MCC website soon. The service has been tested and is working. This is for official CU and CE transcripts. Students are charged \$5 per transcript. GED transcripts are not ordered through the Clearinghouse.</li> <li>• MCC Career Fair is scheduled for March 20, 1 – 5 PM.</li> <li>• Spring Fling is scheduled for Wednesday, April 10. Backup date is April 17.</li> <li>• Friendly Reminder: Martha Williams, Administrative Assistant Student Services, has retired, eff. 2/29/24.</li> </ul>
<b>President's Office</b>	<b>Bebe Major</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Interim President</b>	<b>Dr. Larry Keen</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

## Decisions

<b>Motion</b>	<b>Made By</b>	<b>Action Taken</b>

## Actions/Recommendations

<b>Action/Recommendation</b>	<b>Responsible Party</b>	<b>Deadline</b>

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The meeting adjourned at 12:05

Respectfully submitted by: \_\_\_\_\_  
(Recording Secretary)

Presiding officer's signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_