



Martin Community College President's Council Reports

Date: 4/1/2024

Time: 10:05 a.m.

Place: Building 1, Room 14

Presiding Officer: Interim President Dr. Larry Keen

Quorum Present: Yes

Recording Secretary: Morgan R. Price, Executive Director, Human Resources

Members Present: Dr. Larry Keen, Morgan R. Price, Dr. Tabitha Miller, Billy Barber, Dr. Brian Busch, Jason Freeman, Judy Jennette, Tammy Bailey, Erica Caracoglia, Kinsey Price

Members Absent: Bebe Major, Deborah Morris, Nathan Mizell

Reports

Subject	Presenter	Report
Academic Affairs	Dr. Tabitha Miller	<ul style="list-style-type: none"> • Equine request for fee increase for EQU courses and boarding fees and to eliminate the boarding deposit (sent through email for review). <ul style="list-style-type: none"> ○ Boarding Fee increase for Stall and Pasture Board due to the rising costs of feed, hay, shavings, etc. ○ Remove deposits for Stall and Pasture Board. This is not an industry standard and is prohibitive to students, potential training clients, and local barns in the area who do not charge/collect a deposit. ○ First month board training for new boarders will be due at the time of arrival. ○ Brian Busch – Made recommendation to clarify that Pasture Board per month be defined as \$10.00/day ○ After discussion the request to increase fees for EQU and Boarding was presented. Both fee recommendations presented at same time for vote. To be effective Fall Term 2024 for incoming freshmen class (August 1, 2024) <ul style="list-style-type: none"> ▪ Motion: Dr. Tabitha Miller – Second: Judy Jennette – Motion Passed ▪ Approved Motion: Motion Approved - Equine Technology Live Project Fee 2024-2025.pdf • STEPS4Growth Update: Revised equipment request sent to the EDA for approval – Electric vehicle kits, trailer for mobile training, 15-passenger van to pull trailer and for Clean Energy industry tours and field trips, and shed for residential solar training. <ul style="list-style-type: none"> ○ During grant cycle only Clean Energy students would be permitted to use the van as defined by the grant. At the conclusion of the grant the van would be permitted for general use by the College. Maintenance, insurance and general upkeep associated with the van would be the College's responsibility.

Bertie Campus	Deborah Morris	<ul style="list-style-type: none"> As of March 29, 2024, all Phlebotomy students have completed their clinicals. Waiting on one student to submit paperwork Computers for Beginners to start Thursday, April 4, 2024
Business	Tammy Bailey	<ul style="list-style-type: none"> Attached Master (First Draft) Listing of Equipment as of 4-1-24 <ul style="list-style-type: none"> Included in April President's Council Folder - MASTER 2024-25 Request Form 4-1-24.xlsx In depth review/conversation took place when reviewing Master Request Form. Each requesting department who was present at the meeting, reviewed their request with the other council members and provided a brief explanation to justify need. Clarification needed for: <ul style="list-style-type: none"> Bertie Campus Computers – Meeting to be scheduled. See Actions/Recommendations Continuing Education Equipment Requests – Multiple items listed are not equipment and are consumables/supplies. Other items do not appear to be listed based on priority. See Actions/Recommendations Dr. Miller requested an equipment meeting prior to May 2024. See Actions/Recommendations Judy Jennette reminded council about the Cannon Grant. Additional information related to this was requested. See Actions/Recommendations Recommendation to slightly modify Master Budget spreadsheet to highlight departments equipment requirements. See Actions/Recommendations Attached Objects Code Guide for Equipment and Supplies
Communications	Judy Jennette	<ul style="list-style-type: none"> The electronic signs are fixed! Thankfully MCC was not charged for the second visit on March 28. The new light panels are higher resolution, so the image quality is better on all three signs. I have been reworking all the messages to fit the new format.
Continuing Ed	Nathan Mizell	<ul style="list-style-type: none"> Fire Academy has 14 students signed up so far. Class is slated to begin May 7 The search for a Director for Healthcare is underway We are looking at additional pathways from CCR to HRD and beyond
Human Resources	Morgan Price	<ul style="list-style-type: none"> In response to Session Law 2023-62- <ul style="list-style-type: none"> Do we need to look at our processes regarding guest speakers and events endorsed by MCC to ensure they are compliant with Session Law 2023-62? Evaluations – Email to be sent today with deadline details and evaluation materials <ul style="list-style-type: none"> Ensure all evaluation material is completed in its entirety Timesheet – Friendly reminder to truly review employee timesheets before sending. Position Vacancies: <ul style="list-style-type: none"> Director, Healthcare Programs Adjunct Instructor, Agriculture Education Adjunct Instructor, Business Administration Adjunct Instructor, Information Technology

		<ul style="list-style-type: none"> • 40% of Employee have completed the annual required Spring training. Deadline for completion is April 30, 2024. • Miles for Wellness Challenge - <ul style="list-style-type: none"> ○ MCC has 10 employee participating in the OSHR – Miles for Wellness Challenge ○ Each week participants log their physical activity and the team captain reports it to OSHR ○ On May 4th – Some have expressed interest in participating in the Martin County Art Council's - 5k Color Fun Run. Those in attendance will be representing MCC.
Information Technology	Jason Freeman	<ul style="list-style-type: none"> • We are starting the next data access review. It is focused on access for faculty members. • We still have not heard back about the cybersecurity grant. • If possible, I would like to take a vote on five (5) of the proposed IT procedures today. (See attachment.) <ul style="list-style-type: none"> ○ Procedure 1 – Modify 2nd sentence to read “the number of approved devices (“Approved Employee Devices”), divided by 6 years...” and remove the last sentence “The following is the current number of Approved Employee Devices: 88”. ○ Procedure 2 – No Changes/Need Procedure Name ○ Procedure 3 – No Changes/Need Procedure Name – Modify Paragraph 2 – To read “Employees assigned more than one (1) computing device must (a) be granted exception from <u>the immediate supervisor and the Chief Information Officer</u> to increase the number of <i>Approved Employee Devices</i>”. Modify paragraph 3 – To read “...(a) be granted a business-justified exception from the <u>immediate supervisor and Chief Information Officer</u> to increase the number of <i>Approved Employee Devices</i>; or...” ○ Procedure 4 – No Changes/Need Procedure Name ○ Procedure 5 – No Changes/Need Procedure Name
Institutional Advancement	Kinsey Price	<ul style="list-style-type: none"> • Foundation scholarship applications for 2024-2025 will go up & out this week - separate applications for Curriculum & ConEd. List of available Foundation scholarships with descriptions will go out and will be made available online. • Area High Schools Foundation Scholarship Applications will go out to high school counselors this week also. • Foundation’s endowment CD matures this month - working on where and how to move funds for best ROI. • Online horse auction end of April • Golf – teams are half full with two weeks left until registration deadline. Will send out tournament day volunteer form this week. • Event Approval Form <ul style="list-style-type: none"> ○ MCC Request for Event Approval Form reviewed. No modifications required – no formal vote required. Kinsey working towards researching a MCC Institutional Events Calendar. See Actions/Recommendations
Institutional Research/Effectiveness	Erica Caracoglia	<ul style="list-style-type: none"> • SACSCOC/Accreditation updates <ul style="list-style-type: none"> ○ https://www.nccommunitycolleges.edu/institutional-accreditation/ • Please make sure all departments are working towards completing unit goals

		<ul style="list-style-type: none"> ○ Next SACSCOC Meeting – April 5, 2024. These are working meetings to allow required Staff/Faculty the opportunity to work on their SACSCOC requirements and ask questions as needed. ○ Received funding to research accreditation. Received full funding ask of \$3,200 ○ Sent an email to institutional units concerning annual departmental goals for the fiscal year
Operations & Business/Industry	Billy Barber	<ul style="list-style-type: none"> ● Visit to Newport News Shipyard & Tidewater CC tomorrow (4/2/2024) ● Capital Projects, Buildings & Grounds Committee 4/23 ● Equine arena lease May 3rd thru the 5th ● Several industry training events at Weyerhaeuser and Penco schedule in April & May ● County Budgets submitted ● Working on Insurance renewals (10% increase on Property)
Student Services	Dr. Brian Busch	<ul style="list-style-type: none"> ● Reminder: Proposed changes to the current Tuition and Fee Schedule will be reviewed by the President's Council at its April and May meeting. Recommended changes are intended to go to the Board of Trustees in May. <ul style="list-style-type: none"> ○ Presented information related to Local Fees <ul style="list-style-type: none"> ■ Request for consideration/reevaluation of Local Fees – Diploma Mailing Fee should Read – \$3.50/diploma(s) without cover (max of 3) \$9 for diploma with cover \$10 for 2 diplomas with cover ■ Motion – Dr. Brian Busch, Second – Morgan Price, Motion Approved ● E-transcript ordering for MCC students is available through the National Student Clearing House. Links are provided through the college's website. ● FAFSA Simplification Update: Ellucian Updates are expected mid-month. Student awarding can begin following updates. ● The next Graduation Committee Meeting is scheduled for Thursday, April 4th, at 2 PM (Building 1, Room 14). ● The Enrollment and Success Management Committee will meet next Monday, April 8th. An important discussion will include MCC's use of its Wraparound Services Allocation (Finish Line Grant "expanded purposes). MCC's allocation is roughly \$26,000. ● Representatives from MCC's OACSSS, FA, and CCR will meet with PCC's TRiO staff on Tuesday, April 9th. ● Spring Fling is scheduled for Wednesday, April 10th, and will occur between Buildings 1 and 2. Events run from 11 AM to 2 PM. Lunch is served from 11:30 AM to 1:30 PM. ● I will be attending the Higher Learning Commission Annual Meeting in Chicago--April 12 thru 16--as MCC and other NC colleges examine changing accrediting bodies.
President's Office	Bebe Major	<ul style="list-style-type: none"> ●
Interim President	Dr. Larry Keen	<ul style="list-style-type: none"> ●

Decisions

Motion	Made By	Action Taken
1. Motion made to approve the Equine Technology Live Project Fee 2024-2025 Schedule as presented including the clarification of the daily pasture rate of \$10.00/day AND Equine Course Fees as presented beginning with the Fall Term 2024 for incoming freshman equine students (August 1, 2024)	Motion Made By: Dr. Tabitha Miller; Seconded: Judy Jennette	Motion Passed – Goes to BoT in May
2. Motion made to approve the Local Fees Schedule - with modifications/rate changes as presented – Diploma Mailing Fee – \$3.50/diploma(s) without cover (max of 3) \$9 for diploma with cover \$10 for 2 diplomas with cover	Motion Made By: Dr. Brian Busch; Seconded: Morgan R. Price	Motion Passed – Goes to BoT in May

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline
1. IT – Jason/Busch - Will need to determine the number of computers actually needed on the Bertie Campus (Meeting will include – Deborah Morris, Nathan Mizell, Dr. Brian Busch, Jason Freeman)	Dr. Busch – Will schedule the meeting	TBD – Need to be looking at this before Summer 2024
2. Kinsey Price to check to see when notification of award/status will be communicated/released for EMS Grant (Golden Leaf)	Kinsey Price – Will need to relay information to Dr. Miller/Dr. Busch/Nathan Mizell	TBD
3. Dr. Busch – Needs to meet with Nathan Mizell/Continuing Education to get a better idea and understanding of equipment needs.	Dr. Busch/Nathan Mizell	TBD
4. Dr. Miller has requested a meeting prior to May 2024 to have these in-depth equipment discussions for FY 24-25.	Dr. Tabitha Miller – Dr. Miller and Tammy Bailey will have primary discussions with Senior Staff. Individual requesting departments will become included as required based on request, budget availability, and/or if justification is required.	Prior to May 2024
5. Recommendation made asking for consideration in including “Equipment Required” column on spreadsheet to clearly identify equipment that the college will have to obtain/maintain in order to issue services.	Tammy Bailey	Immediate
6. Dr. Miller requested that Judy send her the information about the Cannon Grant so she can look at current and future opportunities and rules surrounding grant requests.	Judy Jennette	Immediate

<p>7. Kinsey Price presented an updated MCC Request for Event Approval Form. Form was reviewed by the Council and approved as presented (no formal vote required). Kinsey will post the form to the MCC Intranet and notify campus. Still working on the MCC Institutional Events Calendar for campus events.</p>	<p>Kinsey Price</p>	<p>Form can be posted immediately. Still working on a campus institutional events calendar.</p>
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The meeting adjourned at 1:04 PM

Respectfully submitted by: _____
 (Recording Secretary)

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