

Discussion Items

1. **Foothills Food Hub Partnership - Free Thanksgiving Turkeys for Students**
 - a. [Flyer](#) - Will be sent out to students the afternoon of 11/2.
 - b. [Registration Form](#)

2. **Angel Tree** - Think about students who need assistance, those with multiple family members, those who may be struggling, and nominate a student via Julie's office. Nomination deadline is November 22.

3. **"December" Discussion**
 - a. **Employee Brunch:** In-person brunch on Friday, December 17. (Location TBD - either 19-113 or Universal); Those not comfortable in-person, to-go boxes will be available. Google spreadsheet will be distributed to plan for who will attend. Information about the departmental basket raffle will go out, as well as the door decorating contest.
 - b. **Parade:** See Julie's AllMcDowell emails about participating in the parade and ordering MTCC shirts by Friday, November 5 at 12 p.m. The parade is November 21 at 3 p.m. Walkers meet at the Community Building at 2:30pm. Float riders meet in the Roses parking lot by 2pm.
 - c. **Winter Break:** Reminder that December 20-21 are "work/annual leave" days. From December 18 through January 2, the campus will be closed to the public. A total of 24 hours (three work days) are mandatory leave days and will be automatically subtracted from full-time employees annual leave. In preparation for the campus closure to save costs during the winter break, note the following related policy changes that you can discuss with your supervisor, dean/VP in preparation for the winter break:
 - i. [Policy 1.28](#)
 - ii. [Procedure 1.28](#)
 - iii. [Telework Agreement Form](#)
 - d. **Decorating Campus:** Monday, November 15. An all-call will come out from Julie about holiday decorating across departments.
 - e. **Final Blood Drive of 2021:** November 23
 - f. **December 2-3:** Cider and Cocoa - SGA Fundraiser to purchase dinners for nurses employed in the ICU.
 - g. **Student-Created Christmas Tree coming to top of Universal**
 - Thanks to Clay and the Welding students!
 - h. **Marion's Festival of Trees**
 - i. MTCC will have a Christmas Tree in the Miller Complex's Festival of Trees competition to raise money for an identified charity. From **11/26/21-12/10/21:**



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Public Voting will take place. People will bring in unwrapped new toys and place them under their favorite tree (toys count as votes).

- ii. After discussion, MTCC's designated charity will be Freedom Life Ministries.

4. Construction updates:

- a. Cedar Building: 3-1 Forms to be presented to BOT for approval on 11/11. These will allow the funding sources to be approved to be submitted to NCCCS to get the process started.
- b. Old Fort Project: EDA grant to be submitted on or around 11/15 to request additional renovation costs including Aquosboards and Networking costs.
- c. Campus Entrance Sign: Special Use Application submitted to City of Marion to request a variance for the sign. Zoning Board meeting is December 9 where the design will be considered for approval.

5. Marketing & Enrollment Team updates

- Webpage banners - Updated and changing frequently
- Abigail is working on an Adult Studies webpage
- 11/2 Tech Tuesday via the Facebook page with a faculty advisor to promote spring registration-Rachel Pearson
- Spring 2022 promo postcards will be mailed out Wednesday 11/10
- Sandwich boards and knockdown signs will advertise the spring registration message
- Text messages have been sent to students with an application in but not registered and to students who submitted a FAFSA but did not register
- Social media posts promoting Small Business Center classes
- Christmas Parade (11/21) - Christmas float and walkers (more details above)
Sign up sheet and order new T-shirts
- New billboard is up at the Major Station
- SGA funds have been used to purchase more outside sitting areas for students on campus: two outside of building 17, one for the back side of Universal, and two benches for William Harold Smith. We want students to see how we are trying to improve campus.
- New CCP application is online. They now go through CFNC (minus the residency requirement). Links have been updated under "New Students" on the webpage.
- Affordable Care Act: Student Insurance Sign-up Days - Look for information from Julie to AllMcDowell.

6. Fire School: March 17-18, 2022

- a. To be held on MTCC's campus
- b. Due to statewide changes, many classes will need to begin on Thursday.
- c. Instructors should plan for virtual days on Thursday, March 17 and Friday, March 18, 2022 to accommodate space.

7. AVISO Implementation updates

AVISO staff were on campus 10/20/21 to gather data for implementation of the AVISO platform. Elmer and the MTCC Implementation team are doing a great job working with AVISO staff on the implementation. A soft roll-out is scheduled for mid-January.

8. Curriculum Committee Updates

Issue/Program: Book Adoptions due now

Discussion: All faculty need to submit book adoptions by 10/15/21. Ms. Reeves reports that 44 book orders have been submitted. Rob Heller from MBS reports that there may be a shortage of print books. It is crucial that book orders be placed as soon as possible. Update: 144 texts have been ordered

Issue/Program: Second 8 week class numbers

Discussion: There are 121 students enrolled in 14 classes.

Recommendation: Continue promoting the 14 week/second 8 week courses fall and spring semester

Issue/Program: Curriculum Committee Proposal COM 120 Interpersonal Communications

Discussion: Ms. McFarland presented the Curriculum Committee proposal to add COM 120 as an "or" option to the communications requirement to 21 programs. The motion passed unanimously.

Issue/Program: Remove Special Education certificate (C55220S) from the Early Childhood program

Discussion: Mrs. Steele informed the committee that the C55220S Special Education certificate does not transfer and there has only been a couple of students in the program in the last few years. Employers prefer the Early Childhood Certification. This information is presented to the committee as a communication. Financial Aid will be notified

Issue/Program: Self Service

Discussion: IT is working on Self Service. Self Service will replace WebAdvisor. Self Service will be implemented for business office purposes by December. Training for all of the other users will take place as Self Service is implemented campus-wide.

Issue/Program: Student Success Updates

Discussion:

- Mid-term grades due 10/15. Early alerts will be sent out next week. MTCC grades will appear on the MEC, MAI, and MHS transcript.
- Career Exploration day is 10/22. The hours will be slightly shorter as it is a half day for students.
- Spring semester we will implement- students initiating a withdrawal will need to meet with a Success Coach prior to withdrawing. This does not apply to faculty initiated withdrawals.
- Western Learning Hub-the NCCCS office in conjunction with the Belk Center and NCSU are offering opportunities for professional development through the Learning Hubs. Dr. Watts and Mrs. Dobson and the MTCC contacts.

Issue/Program: College Transfer Fair 10/12

Discussion: Thirteen universities were on-site for the College Transfer Fair. Thirty-three students attended. The committee discussed ideas to increase attendance. Suggestions included holding the transfer fair in the afternoon to allow dually enrolled students in seminar classes to attend.



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Issue/Program: New Faculty Orientation course in OpenLMS

Discussion: The course has been updated and was presented in a live Zoom meeting on 10/26/21. New full and part time faculty are required to attend.

Issue/Program: NCBON site visit 10/15

Discussion: Dr. Jennifer Lewis will be meeting with Dr. Lora Bartlett and her faculty to review the campus capacity and facilities in order to offer an Associate Degree Nursing program. Dr. Bartlett and the nursing faculty have worked extremely hard to prepare the application. After receiving approval from Dr. Lewis, the MTCC ADN program will be placed on the NCBON board agenda in January, 2022. (**Dr. Bartlett was notified that Dr. Lewis is placing the MTCC ADN program on the NCBON agenda). After NCBON board approval, MTCC will recruit students for the Fall 2022 entry.

Issue/Program: General Education Competency outcomes

Discussion: Mr. Harmon reported that the Gen Ed Competency committee has reviewed the Gen Ed outcomes and will be revising those outcomes by no longer requiring the ETS Proficiency exam or CRC credential as a graduation requirement beginning academic year 2022-2023. Susan Long reports that there are 165 ETS tests remaining.

9. [Strategic Plan Benchmark update](#) - View this presentation that was made to the Board of Trustees in October 2021.

10. Sharing & Departmental Updates

- a. Dean Stacy Buff:
 - i. Working with Debbie Watson to create a business exploration day with MEC/MAI on Feb. 10 from 11am-2pm in the William Harold Smith Building. Numerous industry reps will be present to expose students to local employment opportunities linked to MTCC programs.
 - ii. Spring 2022 - New Short-term Workforce Offerings:
 1. Machining
 2. Industrial Systems/Mechatronics
 - a. Eligible for Learn & Grow Scholarships
 - iii. WORC WBL Coordinator position posted. Hopeful to make a hire beginning January 2022.
 - iv. Construction Trades Academy to begin in Spring 2022. FT position is being hired right now, grant-funded for the first year.
 - v. Recognize Rob Flannery -- The lead for NCCER and trainer for those credentials. He was called to Dallas, TX to help rewrite the curriculum for electrical systems training for NCCER training.
- b. Dean Watts:
 - i. Interviews for the Title III Activities Director & Lead Success Coach take place on November 3.
- c. Dean Melton:
 - i. Health Sciences: Begin advertising for two new nursing positions beginning December 1 through January 15, 2022.
- d. Mr. Harmon
 - i. Deans and Department Chairs will be receiving the course fill rate report from Mr. Harmon.