

## Martin Community College Corrective Action Plan

The Martin Community College Board of Trustees adopts the following action plans and criteria to meet the requirements of the State Board of Community Colleges as stated in their report of November 18, 2016.

1. Dr. Britt will retire on March 15, 2017 and her announcement will be made on December 7, 2016. [REDACTED]

2. The Bylaws will be revised and the following changes will be made.

A. The corporate officers will be chairman, vice chairman and secretary. (Approved this change at Dec. 6, 2016 meeting)

B. The Executive Committee shall be limited to making recommendations to the Board for ratification. (Approved this change at Dec. 6, 2016 meeting)

C. The following statement from the 2008 Bylaws has been deleted: "All the acts of the Executive Committee made in accordance with these bylaws shall be final." (Approved this change at Dec. 6, 2016 meeting)

D. Each trustee has a copy of the Bylaws and additional changes may be made after thorough scrutiny by each trustee.

E. A final copy of the Bylaws will be furnished the State Board of Community Colleges upon completion.

3. An interim President will be employed upon the departure of Dr. Ann Britt whether it be immediately or on March 15, 2017. The State will assist MCC in this process.

4. The college did not give raises last year until the State notified Dr. Britt and they were given only for March, April, May and June. For 2016-2017 the Board approved a \$900.00 bonus for (non-recurring) funds and across the board raises of 1.5% (recurring) retroactive to July 1, 2016. These are funds granted by the 2016 Appropriations Act for bonuses and raises.

5. A search committee will be appointed to select and recommend a permanent CEO for the college. The MCC Board of Trustees will ask the State to assist in this process as needed. The search committee should be appointed no later than our January 17, 2017 meeting with each appointed group having equal representation.

6. The CFO will be required to maintain a balanced budget and report to the Board monthly. The CFO and President will insure that all fiscal activities will be handled on a satisfactory basis and in line with statutory requirements. Also, the President and the CFO will insure that a minimum of 95 percent or more of funds appropriated will be used to improve the college as it relates to capital improvements and salaries.

7. The President or Interim President, along with the Human Resource Officer, will review all interim positions held by current employees. It should be determined whether these positions will be full time, part time, or be dismissed and replaced with permanent full time employees.
8. The Human Resource Officer with the concurrence of the President will prepare an organizational chart for the college and list employees who hold these positions. It should also show vacancies and when and if these positions will be filled.
9. The Human Resource Officer with the concurrence of the President will review and make sure all employees are receiving salaries commensurate with their qualifications and experience.
10. The Board shall schedule monthly Board meetings until MCC has been placed upon a safe and sound basis.
11. The President or designee will schedule weekly and/or bimonthly administrative staff meetings so that each department is cognizant of what each department plans for that time.
12. Each standing committee will have two representatives from each of the 3 appointed groups. With 6 standing committees, this will mean that each standing committee will have 6 members. No Trustee will be chair of more than one committee. This will allow equal representation of the 3 appointed groups that make up the Board of Trustees.
13. The Human Resource Officer will have the responsibility to keep the Board of Trustees and the State informed as to the turnover in employees at the college.
14. Bank reconcilements will be a priority and will be brought current before February 28, 2017, and kept current thereafter. The CFO will be responsible for bank reconcilements.
15. An overview of the college performance from a financial and educational perspective will be given by the President no less than annually. Results such as graduation rates, # of courses offered, student enrollments and pass/fail rates are just a few examples to be included. The public and the community should be invited to attend the "state of the college" report.

We hope this MCC Action Plan meets the requirements as outlined in your email from Brian Jenkins dated November 18, 2016. We will continually update our policies and procedures as the need arises.

Martin Community College Board of Trustees

December 7, 2016