



MONTGOMERY COMMUNITY COLLEGE

Instruction and Student Services Committee Meeting

September 22, 2026

3:00 - 4:00 pm

Blair 105

Attendance: Dr. Natalie Winfree, Jeanette McBride, Doni Hatchel, Lynn Epps, Amanda Beaman, Tanisha Bowden, Jessica Hurley, Erick Lamb, Taylor Mitchell, Ann Marie Fortune, Dr. Amy Friery, Ricardo Romero, Dr. Carol Marshall, Ed Hinson, Warren Colavito, Dustin Caviness, Kevin Lamonds, Tonya Luck, Sharon Strider, Kendra Mabe (Meeting Minutes)

1. Welcome

- Dr. Winfree started the meeting at 3:00pm
- Discussion will be held regarding the fee chart.
- Meeting is geared toward Spring 2027.
- Additional ISS meetings will be held that are geared towards next year.
- Two fees really need to be updated (EMR and AEMT), fees cover textbooks, course codes, testing, etc. Fees need to be increased due to rising costs.

2. Fees Chart Updates (Spring 2027)

a. EMR Program Fees

- i. Vote to increase from \$144.21 to \$145
- ii. Ms. Hatchel made a motion to approve the increase of EMR program fees, seconded by Dr. Friery; the motion carried

b. AEMT Program Fees

- i. Vote to increase from \$475 to \$560, which is outside of the current approved range. Vote needed to increase the range from \$500 to \$650.
- ii. Ms. Hurley made a motion to approve the increase, seconded by Ms. Hatchel; the motion carried

c. Program Fee Requests – Discussion

- i. Dr. Winfree mentioned that fees need to be specified. Money is not to be made on program fees; the money is to be spent right back out into the program. Ex. \$138 for background checks
- ii. Program fees need to be looked at, welding is requesting a program fee increase for gases, but this is something the college should be covering. Bigger straw budgets come from more students (FTE).
- iii. Only in the Fall semester do students receive an OSHA card (\$10 cost) for ISC-112 / Workplace Safety. Fee chart is taken to the



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board twice a year. Per Dr. Winfree fees can't be added and then deducted from the chart each year/semester. The reason only Fall students are earning the card is due to the class only being offered in person in the Fall semester. Per OSHA, the instructor must see the students seated in the class in order to issue the OSHA card (must be seated in person in class for 30 hours to earn the card). In the Spring semester, the class is fully online, students cannot be issued a card because they are not meeting the 30 in person hour requirements.

OSHA card has a \$10 fee, present to add the fee for only the Fall semester for 2027-2028 program year.

Needs to be posted clearly on the website when updated per Ms. Hatchel.

- iv. Per Dr. Winfree future discussion is needed for Respondus and Exam Soft for Health Science programs. (Possibly check that these softwares will work on the High School computers).

3. Programmatic Requests

- a. Forestry, Transfer, and Medical Assisting – Hold for Future ISS meeting
- b. Program changes are on hold, great recommendations - changing certificates and adding some courses for electives. The 2026-2027 catalog has already been sent in to the System Office for approval and for VA approval.
- c. Mr. Lamb asked if paperwork will need to be resubmitted for the next meeting. Dr. Winfree answered that previous submissions will be held for the next meeting.

4. Good of the Order

5. Next ISS Meeting - TBD

- a. 2027-2028 Academic Calendar Review and Approval
- b. Programmatic Requests
 - i. Forestry
 - ii. Transfer
 - iii. Medical Assisting
- c. Program Updates Mandated by System Office
- d. System Office Curriculum Program Review – Low Enrollment Programs
 - i. Some current program(s) have low enrollment, but there is no reason to get rid of it/them (ex. Associate in Arts in Teacher Prep)