



Martin Community College President's Council Reports

Date: May 8, 2024

Time: 10:00 a.m.

Place: Room 14

Presiding Officer: President Tabitha Miller

Quorum Present:

Recording Secretary: Bebe Major, Exec. Asst. to the President

Members Present:

Members Absent:

Agenda

I. Call to Order

II. Discussion

- a. Budget
- b. Accreditation
- c. Graduation
- d. Capital Projects
- e. Programs
- f. Grants
- g. Marketing
- h. Other
 - i. Travel
 - ii. IT procedures tabled at last meeting

III. Adjournment

Discussion Notes: Fill in pertinent information you have on the subject to assist with meeting minutes.

Subject	Report
Budget	<ul style="list-style-type: none">• 2023-2024 Budget (Tammy Bailey)• 2024-2025 Budget - (President Miller) July 1 deadline for 2024-2025 Budget set and access to XDBR for all members of the President's Council for their respective departments• Budget Requests (President Miller) – Budget Requests must include all estimated contracts for instruction, services, software, etc. As well as estimated travel with specific professional development and full travel request estimates for registration, mileage, food, lodging, parking, etc.

Accreditation	<ul style="list-style-type: none"> • SACSCOC 5th Year Report (Erica Caracoglia) • Higher Learning Council (Brian Busch)
Graduation	<ul style="list-style-type: none"> • Rehearsal (Brian Busch) • Day of Graduation (Brian Busch)
Capital Projects	<ul style="list-style-type: none"> • ADA Projects (Billy Barber) • Auditorium (Billy Barber)
Programs	<ul style="list-style-type: none"> • Truck Driver Training (Nathan Mizell) • CCP CE Pathways (Nathan Mizell) • Bertie Campus (Deborah Morris)
Grant	<ul style="list-style-type: none"> • Perkins (President Miller) – In the process of closing out the year. Perkins end of year video and questions due soon. Will be in a consortium with Roanoke-Chowan next year because R-CCC is under the threshold to receive funds on their own. New joint CLNA will need to be written with both colleges included. • Steps4Growth (President Miller) - Participated in an audit of the grant from a consulting agency. Still do not have a response for the equipment request. • High-Cost Health Care Expansion – PTA (President Miller) - initial meeting to discuss the grant activities and budget occurred. Facilities has begun to renovate space. • Writing for High-Cost Health Care Expansion – EMS (Nathan Mizell) • Writing for High-Cost Health Care Start-Up – Practical Nursing (Erica Caracoglia) • Cyber Security Grant (Jason Freeman)
Foundation and Marketing	<ul style="list-style-type: none"> • Golf Tournament (Kinsey Price) • NextNC Scholarship (Kinsey) • Ticketing system in support portal for marketing requests with tentative roll out July 1 (Kinsey)
Other	<ul style="list-style-type: none"> • Travel Discussion (President Miller) • IT Procedures that were tabled at last meeting • MCC Object Coding Guide for Equipment and Supplies
	<ul style="list-style-type: none"> •

Decisions

Motion	Made By	Action Taken

Actions/Recommendations

Action/Recommendation	Responsible Party	Deadline

The meeting adjourned at

Respectfully submitted by: _____
(Recording Secretary)

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