

**President's Council**  
**Wednesday, August 7, 2024, 10:00 AM**  
**Building 1, Room 14**

**Members Present:** Dr. Tabitha Miller, *President*; Deborah Morris, *Associate Vice President, Bertie Campus*; Jason Freeman, *Chief Information Officer*; Dr. Brian Busch, *Vice President, Student Development Services*; Erica Caracoglia, *Associate Vice President, Institutional Effectiveness & Research/SACSCOC Liaison*; Tammy Bailey, *Chief Financial Officer/Director, Auxiliary Services*; Kinsey Price, *Vice President, Institutional Advancement*; Morgan Price, *Executive Director, Human Resources*; Billy Barber, *Vice President, Operations & Business/Industry Services*; Happy Gingras, *Vice President, Academic Affairs/Chief Academic Officer*; April Wheeler, *Executive Assistant, President/BOT*

**Members Absent:** None

**Quorum Present:** Yes

President Miller called the meeting to order at 10:05 a.m.

Approval of previous meeting minutes (July 3, 2024)

Motion to approve: Kinsey Price  
Second the motion: Dr. Brian Busch  
All in favor: Agreed

**Inclement**

**Weather**

At this time Dr. Miller feels the campus should close Friday and closely watch weather conditions for possible early closure Thursday. Deborah Morris indicated Bertie campus will follow what Bertie County does. Marketing will send notification and post on MCC website that campus will be closed Friday and conditions will be monitored for Thursday.

**Last Minute**

**Signatures**

Dr. Miller urged everyone to please plan ahead for anything that needs signatures to avoid last minute rushes.

**Absences**

Anyone that needs to be out of the office should send a calendar invite to Dr. Miller so this will be indicated on her calendar. This is the most convenient way for the President's Office to know when someone will be out. Also indicate if Flex time will be used for time sheet purposes.

**Strategic Plan**

Members of President's Council should begin meeting to specifically look at ways to stay on top of the strategic plan, look at different goals, and what needs to be shared with the Board of Trustees. Erica Caracoglia will set up the first meeting in September prior to the next board meeting.

**BOT Meetings**

Anyone presenting at BOT meetings please be well informed and prepared to answer questions. Also feel free to highlight positive things happening in your respective areas at BOT meetings.

**Meeting**

**Minutes**

All committee meetings should have an agenda, minutes recorded and shared on the Intranet. Erica Caracoglia asked that standing committees be reviewed, as well as their purpose statement and membership. Ensure minutes are purposeful but not too detailed. Erica also suggested that titles for committee members be recorded in meeting

Approved at September 5, 2024 Meeting

minutes. Morgan Price suggested a Mustang Knowledge session for committee chairs and secretaries.

**Convocation** Convocation will be different this year. If you choose to do a video, please send it to Kinsey this week. Anything longer than five minutes should do a Mustang Knowledge session. All members of President's Council are asked to help serve and set up. Convocation Day agenda was shared with everyone.

**Handouts** Dr. Miller handed out specific information pertaining to Martin County including demographics to help with planning and performance measures.

**Other**

**Topics** Kinsey Price announced that 10 new scholarships have been started this year. Reminder that Carolina Stampede and Chicken Mull Festival are coming up and she will be sending out sign-up sheets for volunteers. MCC upcoming events are now posted on our website.

We received a \$500,000 GoldenLEAF grant for the EMS/EMT program.

Equipment requests should be reviewed, and any changes sent to Dr. Miller and Tammy Bailey.

Morgan Price stated that the 3% increase will be in the August check and she will generate an email to all employees. Letters of intent will be delivered next week. Everyone was encouraged to notify someone if they see any incorrect or outdated information on our website.

The meeting adjourned at 11:31 a.m.

Respectfully submitted by: April Wheeler