

President's Council
Wednesday, March 4, 2026, 10:00 AM
Building 1, Room 14

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

Members Absent: Jeremiah Jackson, *Vice President, Continuing Education/Workforce Development*

Quorum Present: Yes

Dr. Tabitha Miller called the meeting to order at 10:03 a.m.

Approval of previous meeting minutes (February 11, 2026)

Motion to approve:	Dr. Brian Busch
Second the motion:	Jason Freeman
All in favor:	Agreed

Future

Capital Proj. Dr. Tabitha Miller stated that the survey results will be used in part to develop a final list of future capital projects. She noted that additional information regarding next steps will be shared soon. Dr. Miller also shared that some projects currently underway are not included on the list. New seating will be installed in Room 10A and there is a scheduled Nursing site visit on April 9.

Billy Barber provided an update on the ADA Renovation Project. He reported that the project has received approval from State Construction and State Finance, and it is anticipated that a contract should be ready within the next few weeks. A date for the pre-construction meeting will be scheduled soon after. The new auditorium seating has been ordered, and meetings have taken place regarding the audio-visual. The construction bid came in under budget, which may allow for additional improvements if no issues arise.

Fiscal

Team Visit Everyone was reminded of the upcoming visit from the Fiscal Research Team on April 7 at 10:00 AM. This visit will take place in lieu of the regularly scheduled April President's Council meeting.

**President
Updates**

The "Meeting Minutes" page and the Standing Committees have been updated on the Intranet. Dr. Miller reminded everyone to submit meeting minutes and review their

respective committees. Any proposed changes should be brought to President's Council for consideration to be effective July 1.

An email will be sent out soon with next steps for the Policies and Procedures Manual revisions.

Make sure contingency plans are current and your backup person is identified and trained.

An agenda for the Nursing visit will be shared with everyone when it is available.

The CoAEMSP Site Visit will be March 16-17.

A letter of support was submitted to Martin County Government to pursue the Golden Leaf grant for paramedic service in Martin County.

There are several open positions. Dr. Miller encouraged everyone to share these openings to get those filled.

Any fee additions or changes must be approved at the May Board of Trustees meeting. If there are fees to be presented, President's Council will hold a special called meeting in April. Please communicate any proposed fees to April.

The Business Office sent an email to President's Council stating a March 31 deadline for submitting requisitions and travel requests, at least an estimate. Please share this information with respective areas. The earlier deadline is intended to allow funds to be encumbered sooner to comply with policy.

The Foundation Golf Tournament will be held on April 30. Costs are expected to remain similar to last year and currently working to secure silent auction items. Anyone interested in donating an item contact Erica. In the absence of a Foundation Director, Natasha Roberson has volunteered to assist with the event. Morgan Price reminded everyone to encourage volunteers during the tournament and noted that participation is considered part of the workday.

The Student Development Services/Continuing Education transition is progressing more slowly than anticipated as the Director of Student Engagement has recently started. As part of the transition, Catina and Shack will move into roles as Student Engagement Coaches.

Dr. Miller requested that each area provide an update at the May President's Council meeting. The goal is for each area to present for 10–15 minutes, highlighting accomplishments, challenges, and current needs. A template will be created to help guide the presentations.

Dr. Miller and Happy attended the Community Colleges for International Development (CCID) conference, which focuses on global education. One of the first steps for the College has been the creation of the Scholar of Global Distinction program. Discussion

Approved at April 7, 2026 Meeting

included potential challenges and opportunities related to attracting international students and possible next steps for expanding at Martin. Dr. Miller encouraged President's Council members to share their thoughts and ideas. Ten people will be traveling to Ireland next week. Our trips can now include both community members and students. A trip to Yellowstone is tentatively planned for next year, with hopes of developing additional smaller trips in the future.

The meeting adjourned at 11:00 AM.

Respectfully submitted by April Wheeler