

Location: Building 2, Library Conference Room

Date & Time: December 10, 2025, at 10:00 AM

Attendees: Brian Busch, VP, Student Development Services; Erica Caracoglia, VP, Strategic Initiatives; Happy Gingras, VP Academic Affairs/CAO; Jeremiah Jackson, VP Continuing Education, Workforce Development; Angela Mobley, Director, College and Career Readiness; Deborah Morris, Associate VP, Bertie Campus; Manika Parker, Director, High School Programs; Kinsey Price, Executive Director, Foundation/ Advancement

Absent: Vanessa Tripp, Director of Admissions, Counseling, and Student Support Services

Recording Secretary: Manika Parker

Agenda Items

- I. Call to order: Dr. Busch called the meeting to order at 10:06 AM.
- II. Roll call & verify quorum: Quorum was verified.
- III. Approval of minutes from last meeting – Erica Caracoglia motioned to approve the minutes, and Jeremiah Jackson seconded the motion. Motion approved.
- IV. Data Report – Erica Caracoglia
 - I. 981 applications received for the 2025 calendar year, 129 for the 2026 spring and a follow-up text was sent to unregistered applicants.
 - II. Fall 2025 FTE is around 947 and final numbers will be confirmed sometime in the early spring during the ICR process.
 - III. Spring 2026 appears slightly down in FTE and non-high school students' enrollment, and CCP students are on target with their enrollment. Erica will email the advisors a list of their advisees who have not registered, so they can be contacted for registration.
 - IV. CE registrations for the area are showing down around 20. Not using pre-registration makes it slightly difficult to assess next-term enrollment, but CE is using Fund Five when possible.
- V. Graduation Requirements
 - I. Current policy: All program requirements must be met to be eligible for graduation AND to participate in the commencement ceremony. An exception to the policy is the potential flexibility for students with fewer than



6 credit hours remaining, allowing them to participate in the commencement ceremony and complete the remaining credit hours in the summer semester.

- VI. Enrollment and Success Management Planning (Erica Caracoglia)
 - I. CE: Working on approved CTE Workforce pathways and working with high schools.
 - II. BLET has started a day program, and the cadets will complete it in 5 months. It will begin in January.
 - III. Potential new program: Commercial Driver's License (CDL) grant application submitted to the Department of Education. If approved, it would cover a prison education simulator, a high school simulation to create a pathway, and integration into line tech classes. The drone program is unable to offer the class because it does not have a certified instructor, but a recreational drone class will be offered.
 - IV. CCR is partnering with Bertie County Schools and Martin County Schools to pilot an adult high school. Halifax Community College is the host, and we are partnering with Roanoke-Chowan Community College. Halifax is holding 10 slots for Martin and 10 for Roanoke-Chowan. We will get a percentage of the FTE.
- VII. ESM Calendar Dates (Brian Busch)
 - I. There was no calendar dates information.
- VIII. New business (Brian Busch)
 - I. There was no new business.
- IX. Old business (Brian Busch)
 - I. There was no new business.
- X. Adjournment at 11:40 AM (Brian Busch)

Respectfully submitted by: Manika Parker

