

Location: Building 2, Library Conference Room

Date & Time: March 11, 2026, at 10:00 AM

Attendees: Brian Busch, VP, Student Development Services; Erica Caracoglia, VP, Strategic Initiatives; Happy Gingras, VP Academic Affairs/CAO; Shameka Hayes, Director, Student Engagement; 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

Recording Secretary: Manika Parker

Agenda Items

- I. Call to order: Dr. Busch called the meeting to order at 9:59 AM.
- II. Roll call & verify quorum: Quorum was verified.
- III. Approval of minutes from last meeting – Jeremiah Jackson motioned to approve the minutes, and Deborah Morris seconded the motion. Motion approved.
- IV. New Membership (Brian Busch)
 - I. Shameka Hayes, Director of Student Engagement, is the new member replacing Vanessa Trip on the committee
 - II. Dr. Miller requested a review of committee membership, purpose statements, and overall structure. Proposed adding a rotating instructional position with a one-year appointment. They could be faculty members, program directors, or instructors from curriculum or continuing education. Plan to have someone by July 1st, 2026.
- V. Data Report (Erica Caracoglia)
 - I. Spring headcount is at 953 compared to 820 last spring. FTE is 357, up from 312 and mostly from CCP students.
 - II. Continuing Education (CONED) is expected to increase, and final numbers will be available in the early summer.
- VI. Enrollment and Success Management Planning (Erica Caracoglia)
 - I. Establish baseline data for withdrawal rates by using the last 2 years of student-led withdrawals and administrative withdrawals. Courses tagged as LS (late start) showed lower success rates than traditional courses, whereas research indicates higher success in shorter courses.
 - II. CONED will have NA1 at the Bertie Campus and Phlebotomy will start soon.



- III. Recuriment of new instructors. CONED relied on a small pool of instructors, limiting flexibility and some instructors were unable to commit until verified their personal availability. If using retired instructors, they are available for part-time work but can only work a certain number of hours.
- IV. Increase Fund 5 usage to improve course registration process and add more dynamic course descriptions.
- V. Line tech pilot program with Beaufort County Community for students to obtain their CDL licenses. They will spend one week training at BCCC and be eligible to take the CDL test. Students only have to pay \$240.
- VII. ESM Calendar Dates (Brian Busch)
 - I. Summer and Fall registration start on March 16th.
- VIII. New business (Brian Busch)
 - I. There was no new business
- IX. Old business (Brian Busch)
 - I. There was no old business.
- X. Adjournment at 11:20 AM (Brian Busch)

Respectfully submitted by: Manika Parker

