

President's Council
Wednesday, January 8, 2025, 10:00 AM
Building 1, Room 14

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

Members Absent: Tammy Bailey, *Chief Financial Officer/Director, Auxiliary Services*

Quorum Present: Yes

President Miller called the meeting to order at 10:06 a.m.

Approval of previous meeting minutes (December 4, 2024)

Motion to approve: Dr. Brian Busch
Second the motion: Deborah Morris
All in favor: Agreed

**Capital
Projects**

Billy Barber reported that additional funding for the ADA Compliance & Auditorium projects was approved at the November BOT meeting. This item is on the agenda at the State Boarding meeting being held on January 16th. A proposal will be coming from Oakley Collier Architects hopefully this week. Billy Barber also reported that spaces on campus for Nursing are being considered and there are several office moves still ongoing.

**Admissions
Policy**

Dr. Brian Busch presented a new Admissions (Curriculum) Policy. The current policy consists of a short, broad statement. The proposed policy is specific to Curriculum and addresses open-door admissions and undocumented immigrants. After discussion two sentences in the first paragraph will be removed.

Motion to approve the proposed policy w/revisions: Billy Barber
Second the motion: Jason Freeman
All in favor: Agreed

Revised policy will be presented to the Board for approval.

**Student Laptop
Loan Program**

Dr. Brian Busch presented a new Student Laptop Loan (Library) procedure. After discussion, several revisions were noted, and it was requested that a paragraph be added to provide clarification. The proposed procedure will be reviewed further and brought back for approval at the next meeting.

Text

Messaging Dr. Brian Busch presented a new Text Messaging Policy. After discussion it was requested to change the location of the policy in the Institutional Policies & Procedures Manual and add alumni.
Motion to approve the proposed policy w/revisions: Kinsey Price
Second the motion: Erica Caracoglia
All in favor: Agreed
Revised policy will be presented to the Board for approval.

Student Text

Messaging Dr. Brian Busch presented a new Student Text Messaging Procedure. After discussion it was requested to change the location of the procedure in the Institutional Policies & Procedures Manual.
Motion to approve the proposed procedure w/revision: Jason Freeman
Second the motion: Jeremiah Jackson
All in favor: Agreed

Enrollment

Update Erica Caracoglia provided an Enrollment update. Fall 2024 enrollment numbers are not official, but curriculum FTE is 319 which is up from 289.23 in Fall 2023. Fall 2024 headcount was 891 which is up from 819 in Fall 2023. Spring 2025 FTE is 300.76 and Spring 2024 FTE was 287 at this time last year. The head count for the first day of classes in Spring 2024 was 809 and the first day of classes head count for Spring 2025 is 777. The first de-registration occurred last night.

SACSCOC

Update Erica Caracoglia reported that we received a letter back from the fifth-year review. There are two minor referrals that need to be reported on, and the deadline is September 8th.

Retreat

Discussion Dr. Tabitha Miller sent out invites for a senior administration retreat to be held on February 7th possibly at the Bertie campus. The retreat will be to focus on more in-depth conversations and topics. A list of topics to discuss will be sent out.

Mileage

Rates Dr. Tabitha Miller stated that mileage rates have changed. All travel-related forms will be updated on the Intranet and the Business Office will notify campus employees by email.

The meeting adjourned at 11:58 AM.

Respectfully submitted by: April Wheeler