

**President's Council**  
**Wednesday, February 5, 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*; 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*; Happy Gingras, *Vice President, Academic Affairs/Chief Academic Officer*

**Quorum Present:** Yes

President Miller called the meeting to order at 10:00 a.m.

Approval of previous meeting minutes (January 8, 2025)

Motion to approve: Erica Caracoglia  
Second the motion: Dr. Brian Busch  
All in favor: Agreed

**Student Laptop**

**Loan Program** Dr. Brian Busch presented a new Student Laptop Loan Program Procedure. There was discussion about implementing a late fee. A grace period was added instead of enforcing a late fee. One typographical revision was suggested.

Motion to approve w/revision: Jason Freeman  
Second the motion: Erica Caracoglia  
All in favor: Agreed

**Capital**

**Projects** Billy Barber provided an update on capital projects. The state construction contract has been received and is waiting on the Board Chair signature. The plan is to start the auditorium renovation first. The Building 1 project is down to \$500 and will close. This will be brought to the next board meeting. Building 3 & 4 projects are ongoing.

**Enrollment  
Update**

Erica Caracoglia provided an enrollment update. An update was also shared at the January board meeting. Currently curriculum headcount is 814. This increased slightly with late-start classes. FTE is approximately 314 which is almost an 8% increase from last spring.

**Contingency  
Plans**

Dr. Tabitha Miller met with President's Council after the inclement weather in January. An inclement weather document detailing responsible parties and each backup person(s) was placed in the SharePoint folder. This document should be reviewed

Approved at March 5, 2025 Meeting

regularly and updated as needed. Dr. Miller urged everyone to ensure that they have cell numbers for everyone in their respective areas in the event email is unavailable.

**Compliance**

**Review**

The final report from the September compliance review has been distributed. Dr. Miller urged everyone to check all processes in each area to avoid future loss and/or findings.

**Retreat**

**Agenda**

Dr. Tabitha Miller shared a draft agenda for the Senior Administration Retreat (held at Bertie Campus on February 7th) based on survey results. Any documents will be shared prior to the retreat for review.

**Open**

**Discussion**

Morgan Price announced that Dr. Miller's Installation & One-Year Anniversary Celebration will be held Thursday, June 26, 2025, at 1:30 PM at the Farmer's Market. A volunteer sign-up sheet will be distributed.

Dr. Tabitha Miller suggested several topics to explore at the March meeting.

- a. Improving food services on campus
- b. Any fee increases should be presented

The Martin County Early College application is being reviewed at the State Board of Education meeting.

The EMS program will be moving forward without interruption with an Interim Director.

The meeting adjourned at 11:30 AM.

Respectfully submitted by: April Wheeler