

President's Council
Wednesday, March 5, 2025, 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*; 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: None

Quorum Present: Yes

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

Approval of previous meeting minutes (February 5, 2025)

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

Capital Projects Update

Billy Barber reported that the next step in the ADA compliance project will be to take measurements on campus. This should happen very soon. The start of the auditorium renovation will likely be pushed back to August/September. Billy will be requesting monthly updates from Oakley Collier Architects. All floor tile in the hall and down the ramp by Room 10A & BLET will be replaced. The mail room will be dismantled soon, and we are in the initial stages of planning for the walking trail.

Enrollment Update

Erica Caracoglia provided an enrollment update. Curriculum FTE is approximately 312 with no increase in headcount. Continuing Education registration is down largely due to no classes at the prison. Erica is looking at ways to better show data for ConEd with their registration dates and terms.

IRB

Implementation Erica Caracoglia presented IRB implementation with supporting documents. MCC currently has no IRB policy. Erica researched other colleges and created a policy. With no changes this can go to the board for approval.

Motion to move forward for board approval:	Happy Gingras
Second the motion:	Deboria Morris
All in favor:	Agreed

Policy will be presented to the Board for approval.

Erica also presented an IRB procedure. Suggested to add an appeal section to the procedure.

Motion to approve w/revision: Jason Freeman

Second the motion: Billy Barber

All in favor: Agreed

**Policy &
Procedure
Manual**

Erica Caracoglia & Morgan Price have been researching other colleges for examples while working to restructure our manual. They will be creating sections to include personnel, students, business, institutional programs & services, general operations, and accountability. An introduction for the manual will also be created to reference general statues and state board code. This should also help each area better track their respective policies.

**Standing
Committees**

The group reviewed each standing committee. Dr. Busch stated his areas need further review. Dr. Miller reminded everyone that all committees should meet, take minutes, and post approved minutes online.

**Newport News
Shipbuilding**

Dr. Miller attended a meeting at Roanoke-Chowan CC with other presidents, Mid-East Commission, and a representative from Don Davis's office.

**Campus
Connections**

Dr. Miller is planning the next Campus Connections at the end of March. If anyone has anything they would like to share, please let her know as soon as possible.

**Contingency
Plans**

The group was reminded to keep contingency plans updated and, in the SharePoint, so everyone has access.

**Food Services/
Vending**

Vending services are not coming to campus in a timely manner to remove old food items and replace with fresh. Several machines on campus are also not working properly. We need to start looking at other options to provide food services to students and employees on campus.

**Budget Planning
Sheets**

The budget template is in the SharePoint so everyone can start working on budget requests. Kinsey Price will be sending out a report of Print Shop expenses for all areas to review to help with budgeting. The Print Shop will be moving from COECO to Systel.

**Purchasing
Manual**

Tammy Bailey presented updates to the purchasing manual. The procedure updates were highlighted and shared with the group prior to the meeting.

Motion to accept changes & approve procedure: Happy Gingras

Second the motion: Jason Freeman

All in favor: Agreed

Fee

Increases

Kinsey Price presented fee increases for public utilization of MCC facilities by external entities. Several suggestions were to include Room 41 in Building 4, add does not include personnel “after hours”, and consider adding the Bertie campus conference room. Kinsey was asked to research other facilities to compare the prices with the suggested increases. This item will be brought back to President’s Council in April with comparisons to then be shared with the board.

MCC

Website

Kinsey Price reminded everyone to review their respective areas on the website and if changes are needed to submit a support portal ticket. Several areas have outdated information and should be checked regularly to keep current.

BOT

Meetings

April Wheeler reminded everyone of deadlines for items being presented at board meetings. All items to be included in the board packet should be submitted 5 days prior to the meeting and any presentations should be submitted 3 days prior. This helps to ensure all items can be corrected, if needed, in a timely manner. All documents that need board chair signature should be submitted prior to the meeting so one person can collect needed signatures at the conclusion of the meeting.

SGA Update

Dr. Brian Busch reported on upcoming changes to SGA to help increase student activity. Some of the changes include reducing the number of officers, reducing the number of committees, and conducting called meetings once a semester.

Travel

Requests

Dr. Miller reminded everyone that travel requests must be done in advance and signed immediately. There have been numerous requests coming in late. Travel advances have a firm deadline.

The meeting adjourned at 1:10 PM.

Respectfully submitted by: April Wheeler