

President's Council
Wednesday, April 2, 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 10:03 a.m.

Approval of previous meeting minutes (March 5, 2025)

Motion to approve: Dr. Brian Busch
Second the motion: Jason Freeman
All in favor: Agreed

PACE

Survey

Erica Caracoglia presented the 2024 PACE Survey results. The Executive Summary was reviewed, and the group discussed how to use and improve upon the results. Communication across campus is a key area.

Prohibition of Activity Cont.

Morgan Price presented a proposed procedure, Prohibited Activity on College Devices and Networks. This procedure is to compliment the policy that has already been approved by the Board.

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

Tracking

Agreements

Morgan Price discussed the need for a central location of all agreements (MOUs, clinicals, etc.) and a way to track the expiration date for renewal. The President's Office is the last signature so a digital copy will be kept there for reference. Also, it is suggested to implement a tracking sheet with start and end dates and the party responsible.

USED

Approval

Erica Caracoglia stated we have received notification that we can start the application process for HLC. The next step is the application of intent and board approval to move forward. Erica will work on the letter and provide more information on the next steps at the May meeting.

Facilities

Use Policy

Kinsey Price presented a revised Facilities Use Policy. There was discussion that some of the areas in the policy should be in the procedure. The procedure will be brought back to the President's Council for approval.

Motion to approve with revisions & removal of procedure parts: Billy Barber

Second the motion:

Erica Caracoglia

All in favor:

Agreed

This will go to the April Sub-Committee and then to the full board for approval.

Facilities

Use Fees

Kinsey Price presented Facilities Use Fees with comparisons of fees of other facilities in our area. Suggested adding a stall fee of \$15 per day.

Motion to approve with addition: Morgan Price

Second the motion:

Happy Gingras

All in favor:

Agreed

This will go to the April Sub-Committee and then to the full board for approval.

Website

Updates

Kinsey Price reminded everyone to check each of their areas on the website. There are still lots of updates that need to be made. Tickets should be submitted for changes to the website. Also, all forms should be updated to Microsoft forms and ensure all links work.

March to

1000

Happy Gingras discussed the March to 1000 campaign. Head count should be above 1,000 curriculum students in the Fall with classes requested from Martin County schools and the addition of juvenile justice students. An email was sent out that there will be a prize for the person that registers the 1,000th student.

WBL

Change

Happy Gingras presented a change to the Work-Based Learning statement. Currently our catalog states the students must be 18 years of age, but we have Equine students that are 17 years old. After discussion there are several areas that need further revision. This will be brought back to a future meeting.

Digital

Catalog

Happy Gingras shared a draft for a digital college catalog instead of the PDF version we currently use. This has been discussed with various areas across campus and there have been discussions with IT about archiving old catalogs. As the digital catalog is created it will be shared for feedback.

DEI

Impact

Dr. Miller reminded everyone that to ensure compliance we need to know and follow the state and federal laws. She requested a review of the strategic plan to ensure all is good there.

Approved at May 7, 2025 Meeting

Legislative

Update

Dr. Miller provided an update on two House Bills on the agenda. One about CCP could remove student barriers if passed. The other bill known as Leon's Law may require some process and policy revisions if passed.

December

Payroll

Dr. Miller stated that the state has changed the December payroll date to the end of the month. We can choose to change to this or create a policy to continue our payroll date as the last working day of December. This will be brought back to the President's Council for a vote at a future meeting.

Future

Retreat Mtgs

The plan is to have a retreat each semester. Dates for summer and fall will be sent out soon to coordinate with everyone's schedules.

Open

Discussion

Dr. Brian Busch reviewed the Scholarship/Financial Aid Committee & the Library Committee and there are no changes recommended.

The meeting adjourned at 1:13 PM.

Respectfully submitted by: April Wheeler