

**President's Council**  
**Wednesday, May 7, 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 10:07 a.m.

Approval of previous meeting minutes (April 2, 2025)

Motion to approve: Dr. Brian Busch

Second the motion: Jason Freeman

All in favor: Agreed

**December**

**Pay Date**

Everyone shared feedback from their respective areas concerning the December pay date and whether to keep it as it is or change to the end of the month. Before a final decision and vote our policy will be reviewed and this item will be brought back to the June meeting.

**Purchasing/  
EP Training**

Tammy Bailey shared the list of employees that attended a training session. The sessions were not well attended. Each employee should be putting in their own requisitions, not Purchasing. Everyone is encouraged to make sure all individuals in their area are trained. Group or individual training is available.

**Purchasing**

**Proc. Manual**

Tammy Bailey shared the purchasing procedures manual in SharePoint. Revisions were made to match the System Office manual and added a flexibility piece on getting quotes. A list was provided of items that must be inspected.

**HLC**

**Application**

Erica Caracoglia reported that we are ready to start the HLC application but will need to wait until July 1<sup>st</sup> for funds. The goal is to be ready to submit as soon as funds are available. Peer review needs to be completed in the first year.

Approved at June 4, 2025 Meeting

**WBL**

**Change** Happy Gingras presented changes to the WBL procedure. The age should be changed to 16 years old to be in line with state code. Suggested revisions: 1) Change his/her to “their” in the first sentence, 2) Be at least 16 years old, 3) Make “students under ...” stand out.

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

**BOT**

**Meetings** Everyone was asked to please stand at the podium at the front of the room when you are presenting at any Board of Trustees meeting.

**Enrollment Update**

Erica Caracoglia presented an enrollment update. Curriculum spring estimates are up in both head count and FTE. Currently summer is down slightly in FTE and fall is down in both head count and FTE. There are several courses with zero students.

**Enrollment Mgmt.**

Dr. Brian Busch provided an update and discussed several initiatives. Last fall a postcard campaign was done. Having a recruiter at Bertie campus has not been as beneficial as was hoped for, but there was discussion about ways to capture that audience. There has been FAFSA marketing and more collaborations with Martin County Schools. The goal of the committee is to improve credential attainment and increase enrollment.

**SGD Update**

There are 8-10 people interested in the Ireland trip. More details concerning the trip will be added to all Marketing materials. Currently there are thirteen members with no graduates in May. Capstone will be in April 2026.

**Spring Fling**

Dr. Brian Busch reported that Spring Fling was well attended. 38 Martin County Sophomores, 75 Bertie Early College, and 40 Bertie High School students in attendance. Events included a BBQ cook-off, games, open mic, and a line tech demonstration.

**Graduation Update**

Rehearsal will be held May 15<sup>th</sup> with graduation following on May 16<sup>th</sup>. Facilities has already done their walk through. There will be approximately 1,100 in attendance with 167 graduates and guests.  
High School Equivalency graduation will be on May 8<sup>th</sup> with fifteen graduates.

**Golf Tournament**

Kinsey Price reported that teams are full for the tournament. She is still accepting sponsors and raffle donations and asking for volunteers.

**Budget Updates**

Dr. Miller stated that proposed budgets for each area are due June 15<sup>th</sup>. She reminded everyone to be prepared with items that could be cut if needed.

Approved at June 4, 2025 Meeting

**BOT**

**Appointments** The legislative process for board appointments has changed. We potentially have four openings with two resignations and awaiting the outcome of reappointments for Dr. Daly and Dr. Wilkins. We will now have two seats filled by Bertie County appointments. It was announced Monday night that Mr. LC Hoggard and Mr. Michael White will be joining our board and will be sworn in at the July meeting. Our board will now consist of fourteen members (fifteen with the SGA President.)

**Summer**

**Work Hours** Friday work will be limited to only as necessary. Billy Barber must be notified in advance. The week of June 30<sup>th</sup> will be 8:00 am-5:00 pm. On June 26<sup>th</sup> campus will be closed from 1:00 pm-3:00 pm for the installation ceremony. Human Resources will send a clarification email to all employees.

The meeting adjourned at 1:18 PM.

Respectfully submitted by: April Wheeler