

President's Council
Wednesday, June 4, 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 (May 7, 2025)

Motion to approve: Jeremiah Jackson
Second the motion: Jason Freeman
All in favor: Agreed

**December
Pay Date**

Tammy Bailey shared that all Payroll processes can be completed prior to the holiday break regardless of the December pay date that is chosen. Orbit is due on January 8th so there is time to process that after the break as well. Time sheets would need an early cutoff. The current payroll policy was shared. If we adjust, a policy change would be needed, and a process change for part-time time sheets and reporting dates. Motion to keep as is for this year with a plan to discuss further for FY 2026-2027:

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

**Enrollment
Update**

Erica Caracoglia presented an enrollment update while reviewing the dashboards. Adjustments were made in how data is collected to improve accuracy and provide more insight.

**Post Grad
Update**

Dr. Brian Busch shared that the graduation ceremony and rehearsal went smoothly. Several enhancements were implemented to include no re-admission, reserved parking for special guests, and new stage layout. There were over 600 views online. The graduation follow-up meeting will be held Thursday at 2:00 PM. Erica Caracoglia created a post-graduate survey with a QR code that was handed out at rehearsal. She will share this survey with CE graduates in the future.

Post Golf Update

Kinsey Price shared that this year's golf tournament was a success with just over \$10,000 profit for scholarships which is a 6% increase from last year. Green fees and carts continue to be the biggest expenses.

Donations

Kinsey Price began the discussion about the process for donations for the Foundation and Business Office. A new process may be needed. This will be brought back for discussion at a future meeting.

ADA Capital Project

Billy Barber provided an update on the ADA capital project. The design phase is complete. There will be a meeting with the architect this Thursday at 10:00 AM. This will be the first in a series of monthly meetings.

Cannon Grant

Dr. Tabitha Miller reported that the grant request for the new website was not approved. Other possibilities for submission are trucks for Fire/BLET and/or 15-passenger van. A log-in is now needed for the grant website. Everyone was reminded to submit any additional campus needs that may be eligible for grant funding.

New CCL

Dr. Tabitha Miller encouraged everyone to watch the demo for the new combined course library. New CCL is not live yet. New functionality combines CCL and VLC experience and includes CE. Some of our processes may need to change to make visible with the new CCL and ensure all information in Colleague is correct.

August Retreat

The Policy & Procedure Manual will be the focus of the retreat.

Open Discussion

Save the date:
Convocation will be held on August 13th. Kona Ice is scheduled to be here.
Meet the Teacher event will be held on August 14th, 2:00-6:00 PM in Building 4.
The June BOT Meeting will not be sub-committees but a working session for bylaws.
Jason Freeman announced Teams will be implemented soon.

The meeting adjourned at 12:31 PM.

Respectfully submitted by: April Wheeler