

President's Council
Wednesday, July 9, 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*; 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: Jason Freeman, *Chief Information Officer*

Quorum Present: Yes

President Miller called the meeting to order at 10:13 a.m.

Approval of previous meeting minutes (June 4, 2025)

Motion to approve:	Jeremiah Jackson
Second the motion:	Deborah Morris
All in favor:	Agreed

Dr. Tabitha Miller opened the meeting with several announcements. The next Line Tech class will begin August 11th, and Convocation will be held on August 13th. Phlebotomy classes have started, and NA I at Bertie Campus has been approved.

Agreements April Wheeler provided the SharePoint document that should be used for tracking agreements. Each area is responsible for tracking the expiration dates of their respective agreements. Fully signed agreements will be saved electronically in the President's Office.

Standing

Committees

Dr. Tabitha Miller reminded everyone that standing committees should be kept current and updated as needed. Each committee chair gave a summary.

Institutional Advancement-Erica Caracoglia has already updated the committee's purpose and members. Her goal is to start including ConEd in program reviews.

Globalization-Happy Gingras reported they have thirteen active student members. This year International Week was celebrated. There is ongoing recruitment for membership. The committee's purpose will be revised and the administrative responsibilities reassigned.

Curriculum-Happy Gingras reported that the committee reviewed program terminations and extensions. Also discussed gainful employment, transitioning to a web-based catalog, and DevEd changes that begin Fall 2025. The committee is planning to implement a 2-year rotation cycle for the Chair to help mentor the incoming Chair and make a continuity plan.

Campus/Safety-Billy Barber reported the committee met in the Fall & Spring semesters and will meet more as needed. The plans listed in the purpose were reviewed and suggested a sub-committee to work on the 5-year Facilities Plan.

Financial Aid-Dr. Brian Busch reported that the committee met during the Fall semester to choose awards and will continue to meet regularly. A policy and procedure update is planned.

Calendar-Happy Gingras reported that the committee will begin working on the next academic calendar in the Fall and convocation will be added back to the operational calendar.

Library-Dr. Brian Busch reported the committee last met in March, and they discussed computer reduction and new technology that students can check out. Book clubs are still encouraged, and student laptops are still a popular program.

Enrollment-Dr. Brian Busch reported this committee still meets monthly. There have been several successful camps and career fairs and accomplished graduation guarantee. Morgan Price suggested new members for this committee to provide a fresh approach and diversity. It was also suggested to add a Bertie representative. Erica and Morgan proposed creating a Marketing sub-committee to help with enrollment and success management.

Dr. Tabitha Miller asked that she be invited to at least one of each committee meeting.

Retreat The summer session retreat will be held Wednesday, August 6th and the topic will be the Policy & Procedure Manual.

BibliU Training A virtual BibliU faculty and staff training session will be held on August 13th at 2:00PM. The store opens August 1st. Our campus store will remain open for supplies/kits.

The meeting adjourned at 12:10 PM.

Respectfully submitted by: April Wheeler