

**President's Council**  
**Wednesday, September 3, 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 10:04 a.m.

Approval of previous meeting minutes (July 9, 2025)

Motion to approve:	Erica Caracoglia
Second the motion:	Deborah Morris
All in favor:	Agreed

**Facilities**

**Usage Report** Dr. Tabitha Miller reported that previously a space utilization report had been submitted to the System Office annually but was paused due to COVID. With consolidation talks coming back again this report could be reimplemented. All rooms for classes must be entered in Colleague correctly. There was discussion about how to capture other types of meetings/events that are held on campus. Shared calendars for rooms was one suggestion. We will continue to explore ways to record all types of room usage.

**Leon's Law** Dr. Brian Busch shared that Leon's Law is an approved state law, and the amendment is out for comment. Before a minor student can be registered the acknowledgment form must be received. A policy will be created and presented to President's Council at the October meeting.

**ISA's** Numbered memos from the System Office were shared. For CE, this removes all references of "instructional service agreement" with "cooperative continuing education." For CU, this removes all references of "instructional service agreement" with "cooperative curriculum."

**Facilities Use Procedure**

Kinsey Price presented the Facilities Use Procedure. Several revisions were suggested to include changing the age to 18 years and to whom the forms should be returned.

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

## **Prohibited**

**Conduct Policy** Erica Caracoglia presented the Prohibited Conduct Policy. This policy went before the Executive Committee at the August meeting. After discussion, the board wanted to see how the procedure(s) would be tied to the policy. Erica presented a new format. This new format will go before the board at the September meeting with the policy for approval.

## **PT Time Sheets & Recording**

**Dates** This was discussed at a previous meeting and will be revisited. Morgan Price will be looking at the pros and cons of altering part-time dates for time sheets, meeting with continuing education and curriculum for their feedback, and will bring back recommendations.

## **Institutional Forms**

Dr. Tabitha Miller discussed that there are numerous forms across campus that are not accurate especially the signature lines. All areas need to assess the forms in their respective areas and update, as necessary. Also assess if the President's signature is necessary. All travel forms should be correct by the time they reach the President's Office. Review carefully and do not send the form(s) forward until correct. Also ensure funds are available before signing and moving forward. This includes the travel reimbursement form. A repository for all forms should be created in case the "owner" of the form is no longer employed. Suggestions were to use terms such as "employee supervisor" and "senior administrator," add an employee signature line to travel, and standardize putting the revision date and initials on all forms. Everyone was encouraged to monitor requisitions so purchase orders can be approved quickly, especially where a quote is attached.

## **Alignment Plan**

Dr. Tabitha Miller shared three scenarios for the One Stop/One College CU/CE alignment plan to create a better student experience. The Bookstore/Print Shop and Nursing Lab renovations will be completed first.

The meeting adjourned at 12:37 PM.

Respectfully submitted by:  
April Wheeler