

**President's Council**  
**Wednesday, December 3, 2025, 10:00 AM**  
**Building 1, Room 14**

**Members Present:** Dr. Tabitha Miller, *President*; Tammy Bailey, *Chief Financial Officer/Director, Auxiliary 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*; 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:** Billy Barber, *Vice President, Operations & Business/Industry Services*; Jeremiah Jackson, *Vice President, Continuing Education/Workforce Development*

**Quorum Present:** Yes

President Miller called the meeting to order at 10:04 a.m.

Approval of previous meeting minutes (October 8, 2025)

Motion to approve: Happy Gingras  
Second the motion: Jason Freeman  
All in favor: Agreed

**Calendars** Happy Gingras presented the proposed 2027–2028 Academic Calendar. During the review, it was noted that the High School Equivalency graduation date was not included. Happy will reach out to Angie Mobley to obtain the correct date. The group also discussed the possibility of creating a separate Continuing Education calendar specifically to list all Continuing Education graduation dates.

Motion to approve the academic calendar with correction,  
add HSE graduation: Kinsey Price  
Second the motion: Deborah Morris  
All in favor: Agreed  
Opposed: None

The proposed Operational Calendar was also reviewed and noted to add the High School Equivalency graduation date.

Motion to approve the operational calendar with correction,  
add HSE graduation: Jason Freeman  
Second the motion: Tammy Bailey  
All in favor: Agreed  
Opposed: None

**Audit  
Policy**

Happy Gingras presented a revised Audit Policy. She noted that the current policy limits a student to auditing a course two times. The proposed revision removes this limitation since it is a local policy.

Motion to approve the policy as presented: Deborah Morris  
Second the motion: Jason Freeman

All in favor: Agreed  
Opposed: None

**ISA w/COA  
Aviation**

Happy Gingras presented a Level III Instructional Service Agreement (ISA) with College of The Albemarle (COA) in Aviation Systems Technology. The agreement would establish a pathway allowing students to complete all General Education courses at Martin CC then complete the Aviation courses at COA.

Motion to approve the ISA as presented: Morgan Price  
Second the motion: Jason Freeman  
All in favor: Agreed  
Opposed: None

**Low/No  
Enrollment**

Happy Gingras presented a list from the System Office identifying programs with low or no enrollment. She proposed moving forward with the termination of the Cosmetology Instructor Certificate, Esthetics Certificate, and Nurse Aide Certificate. For the remaining programs on the list, she will be requesting a one-year extension.

Motion to move forward with termination at State Level  
for three named programs: Erica Caracoglia  
Second the motion: Tammy Bailey  
All in favor: Agreed  
Opposed: None

**MED 264  
Fee**

Happy Gingras proposed adding a \$125 fee to the class to cover the first exam fee. This fee will directly support students who have a tough time paying for their credential exam.

Motion to approve: Erica Caracoglia  
Second the motion: Jason Freeman  
All in favor: Agreed  
Opposed: None

**Auto/WLD  
Changes**

Happy Gingras presented changes to the Welding & Automotive programs. Replacing ELC courses with more suitable "other major hours" for Welding students. Request to terminate the BHS Basic Transportation Certificate since another local certificate has been created with different requirements. These are not substantive changes.

Motion to approve changes as presented: Deborah Morris  
Second the motion: Jason Freeman  
All in favor: Agreed  
Opposed: None

**ADA  
Compliance**

Dr. Tabitha Miller reminded everyone of the upcoming ADA compliance deadlines. For most institutions, the deadline is April 2026; however, smaller entities such as MCC are expected to have until 2027. These requirements apply to all digital and print content, including documents, website, and marketing materials.

## **Future**

**Capital Proj.** Dr. Tabitha Miller shared the Future Capital Projects list that was presented to the Building & Grounds Committee. She asked everyone to begin reviewing the list and consider how the projects should be ranked in order of need. She also encouraged members to add any items that may have been omitted. A suggestion was made to include a “Status” column on the spreadsheet. April will obtain the Excel document from Billy and upload it to SharePoint so all members will have access.

## **HR Policy**

**Review** Dr. Tabitha Miller stated that the Board has requested a review of Section 8 of the HR Policy. The current policy has been uploaded to SharePoint, and she asked everyone to review it, compare it with policies from other colleges, and ensure it is current. This item will be brought back to the next meeting for any recommended modifications.

## **Performance**

**Funding** Dr. Tabitha Miller stated that employee bonuses were able to be awarded from performance funds for all full-time employees as of June 30, 2025. The bonus will be \$400, with a prorated amount provided to employees who were not full-time as of that date. These bonuses are expected to be direct deposited on Friday.

## **Prayer at**

**Events** Dr. Miller noted that over the years there have been a few concerns raised regarding prayer at campus events and how it may be perceived as institutionally endorsed. She reminded the group that, as a public institution, MCC must adhere to certain guidelines. After discussion, the group agreed to work toward non-denominational, more inspirational approaches at events and to encourage others in their respective areas to do the same.

## **Leon’s Law**

**Procedure** Dr. Brian Busch presented a new procedure designed to complement the new Leon’s Law policy. This item will be tabled until the January meeting to allow for further review, and Dr. Busch will continue working with Continuing Education to refine the procedure.

## **Education**

**Records** Dr. Brian Busch shared the definitions and implementation toolkit. The group was asked to review the materials and begin considering feedback to help develop a policy.

## **SDS**

**Transformation** Dr. Tabitha Miller presented three potential scenarios for the new SDS space, along with the updated organizational chart. The new space is intended to create a centralized registration area that serves both Curriculum and Continuing Education students. She also noted that the Director of Student Engagement role was previously the Director of Admissions. This item will be discussed further at the January meeting.

Dr. Tabitha Miller announced that equipment requests should be submitted by the January meeting.

The meeting adjourned at 1:08PM.

Respectfully submitted by April Wheeler