

**President's Council**  
**Wednesday, February 11, 2026, 10:00 AM**  
**Building 4, Room 41**

**Members Present:** Dr. Tabitha Miller, *President*; Billy Barber, *Vice President, Operations & Business/Industry Services*; Dr. Brian Busch, *Vice President, Student Development Services*; Dr. Erica Caracoglia, *Vice President, Strategic Initiatives*; 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*; Morgan Price, *Executive Director, Human Resources*; April Wheeler, *Executive Assistant, President/BOT*

**Members Absent:** Tammy Bailey, *Chief Financial Officer/Director, Auxiliary Services*

**Quorum Present:** Yes

Dr. Tabitha Miller called the meeting to order at 10:05 a.m.

Dr. Tabitha Miller announced that Jonathan Jenkins has returned to the Business Office on a part-time basis during the absence of Michelle Revels. She also mentioned the possible creation of an Equine Endowment, noting that this was discussed at the most recent Foundation meeting and is currently in the discussion phase.

Approval of previous meeting minutes (January 7, 2026)

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|--------------------|-----------------|
| Motion to approve: | Dr. Brian Busch |
| Second the motion: | Happy Gingras   |
| All in favor:      | Agreed          |

**Leon's Law Procedure**

Dr. Brian Busch presented an abbreviated version of the proposed Leon's Law procedure. Any references to individual departments or personnel have been removed. The final two sentences provide a definition of education records. Several revisions were suggested, including removing the word "both" from the first paragraph, spelling out "CU, CE, and CCR," and capitalizing the word "College."

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| Motion to approve Leon's Law Procedure w/revisions: | Dr. Erica Caracoglia |
| Second the motion:                                  | Jason Freeman        |
| All in favor:                                       | Agreed               |

**Education Records**

Dr. Brian Busch stated that the definition of education records is included in the procedure. One suggested revision is to change the final sentence to read, "*may include, but are not limited to, academic information...*"

**Policy & Proc. Manual**

Morgan Price provided an update on the Policy & Procedure Manual. She and Erica Caracoglia have divided the manual into sections and identified who is responsible for evaluating each section, with teams to be assigned accordingly. Once assignments are

received, everyone should schedule meeting times to evaluate their sections and provide updates to President's Council. Assignments and estimated due dates will be sent out shortly. A template will be provided, and a tracking sheet has been placed in SharePoint.

#### **Future**

**Capital Proj.** The Board of Trustees requested that members of President's Council rank the Future Capital Projects list in order of importance. A survey was distributed, and the results will be used to develop a year-by-year plan and timeline. The survey results will be discussed further at a future meeting.

#### **SDS Space**

**Ideas** There are still several plans under review, and this topic will be revisited after the Nursing and Print Shop areas are completed. Dr. Tabitha Miller stated that the College is continuing to work toward restructuring positions related to student engagement and the development of a "one-stop shop," which will merge services to better support students. Cross training will occur, and the registrars will be together. She also noted that interviews have been completed for the Director, Student Engagement position.

#### **HR Policy**

**Review** Dr. Tabitha Miller stated that this policy was last reviewed in 2017 and is in need of review and revision. She noted that a separate meeting may be scheduled to gather suggestions, which would then be brought back to President's Council for further review.

#### **Contingency**

**Plans** Dr. Tabitha Miller asked everyone to reflect on the recent inclement weather and review their contingency plans. She emphasized the importance of identifying a backup, ensuring that individual is properly trained, and confirming that this information is accurately reflected on the inclement weather spreadsheet located in SharePoint.

#### **Standing**

**Committees** Dr. Tabitha Miller asked everyone to review their respective committees, stay up to date with regular meetings with minutes, and post minutes on the Intranet. Noted that the Global committee mission statement needs revision.

The meeting adjourned at 12:02 PM.

Respectfully submitted by April Wheeler