

President's Council
Tuesday, April 7, 2026, 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*; 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: None

Quorum Present: Yes

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

Approval of previous meeting minutes (March 4, 2026)

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

Boarding Fees

Proposal

The proposed boarding fees will be forwarded to the Executive Committee for approval since they relate to facilities and do not directly impact classes or students. Happy Gingras presented the proposed fee changes, which included a \$25.00 increase effective July 1, 2026, and an additional \$25.00 increase effective July 1, 2027. A cost comparison with local boarding facilities was provided. During discussion, it was suggested that additional clarification be provided regarding what is included in the stall fee, such as stall cleaning and feeding. It was also recommended that previous boarding fee increases be included and that an annual review and assessment of boarding fees be implemented. The colt training fees should be clarified to show that the cost difference is due to student training, and these fees should also be reviewed annually. It was also recommended that the proposed July 1, 2027, increase be removed at this time and brought back after further assessment.

Motion to approve the proposed increase of \$25.00 starting July 1, 2026:

Dr. Erica Caracoglia
Second the motion: Jeremiah Jackson
All in favor: Agreed
Opposed: None

Equine

Facility Fees

Happy Gingras presented proposed Equine facility fee changes. During discussion, it was suggested that the proposal more clearly indicate what the fee adjustment would be, particularly in reference to the bold paragraph, and that additional details be provided

for clarification. Ms. Gingras will continue to work on the proposal and bring it back to the July meeting.

Book Fee Proposal

Happy Gingras presented the proposed textbook fee changes, which are due to an increase in the BibliU fee. The proposal, beginning Fall 2026, includes a standard 22% markup for a fee of \$90.00 per book. The proposed Cengage Unlimited charge will be the publisher's cost plus sales tax and will be a one-time fee per semester. After discussion, it was suggested to adjust the markup to 15%, add sales tax, and round up to the nearest dollar.

Motion to approve a standardized 15% markup on BibliU textbook costs, plus sales tax, with the overall cost being rounded to the nearest whole dollar and authorize publisher cost for Cengage: Tammy Bailey
Second the motion: Jason Freeman
All in favor: Agreed
Opposed: None

Graduation Fee

Dr. Brian Busch presented the curriculum student graduation fee for discussion. The current fee is \$30.00 and has been assessed for several years. Due to the large number of CCP students, the College is experiencing a shortfall. Discussion included both direct and indirect student expenses. It was suggested that the cost of the T-shirt be removed, and that a plan be put in place to support students who do not have the means to pay. After discussion, the proposed fee will be further reviewed and brought back at the June meeting.

Policy Manual

An email was distributed outlining the next steps for reviewing and updating the Policies and Procedures Manual. All policies and procedures have been organized by respective areas and placed into individual folders. Each area is expected to review their assigned sections, work with designated team members, and begin developing a plan of action. Proposed plans should be submitted to President's Council at the June meeting. Templates have been provided and are required for use; policies will not go before the Board unless they are submitted on the approved template. All policies within each area should be reviewed by December. When ready for President's Council to review, send to April Wheeler.

Goals & Evaluations

Dr. Tabitha Miller asked that everyone bring their goals from the previous year to their April monthly meeting to prepare for evaluations. When developing goals for the upcoming year, partially met goals may be carried over. If goals have not been met, a discussion is needed to determine the reason.

The meeting adjourned at 11:40 AM.

Respectfully submitted by April Wheeler