

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
December 18, 2018**

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, December 18, 2018 at the Elizabeth City Campus, A Building Board Room. With a quorum present, Chairman Marion Harris, Jr. called the meeting to order. The following trustees were present:

Marion Harris, Jr., <i>Chair</i>	Paul O’Neal
Arty Tillett, <i>Vice Chair</i>	Dr. Joe Peel
Dr. Travis Burke	Bob Pippen
Dr. Reide Corbett	Coleen Santa Ana
Tommy Fulcher	Dr. Anthony Sharp
Mike Hall	George Thomas
David Harris	Graham Twine
Patti Kersey	Joe Winslow
Dr. Roger Lambertson	Bob Woodard
Wallace Nelson	Lynori Griffin, <i>SGA President</i>

ABSENT:

STAFF: Dr. Robert Wynegar, Amy Alcocer, Wendy Brickhouse, Dr. Evonne Carter, Robin Harris, Jenna Hatfield, Alicia Stokley, Tim Sweeney, Joe Turner and Michelle Waters

OTHERS: Lee Grissom, (Auditor, S. Preston Douglas & Associates), John Leidy, Will Norrell and The Daily Advance

I. CALL TO ORDER

Chairman Harris called the meeting to order and welcomed everyone in attendance.

II. PLEDGE OF ALLEGIANCE

Chairman Harris asked everyone to stand for the Pledge of Allegiance.

Upon completion of the Pledge of Allegiance, Chairman Harris asked everyone to participate in a moment of silence for former board member, Don McCabe, who passed away in November.

III. ETHICS STATEMENT

Chairman Harris read the ethics statement into the record:

College of The Albemarle Board of Trustees is subject to the State Government Ethics Act. This imposes several duties on all of us, including the duty to avoid conflicts of interest and the appearance of conflicts of interest.

The Agenda for tonight's meeting has been circulated in advance. Any member who has a known conflict of interest or is aware of the appearance of a conflict of interest with respect to any matter coming before the Board should disclose that to us now.

Anyone who determines, during the course of this meeting, that they have a conflict of interest or that there is an appearance of a conflict of interest in any matter that comes before the Board should let the Board Chair know that at the appropriate time.

IV. APPROVAL OF AGENDA

Chairman Harris asked for a motion to approve the agenda as presented.

ACTION: *On a motion by Mike Hall, seconded by Joe Winslow, the agenda was approved as presented.*

V. APPROVAL OF MINUTES

Chairman Harris asked that the minutes from the last Board of Trustees meeting, held on October 16, be approved.

ACTION: *On a motion by David Harris, seconded by Dr. Roger Lambertson, the minutes from October 16, 2018 meeting were approved as presented.*

VI. COMMITTEE REPORTS

A. Finance Committee

David Harris asked the board to review the minutes and materials provided from the November 27 meeting. To expedite the number of items to be approved, Mr. Harris suggested one motion to include all at the same time.

Lee Grissom, auditor with S. Preston Douglas & Associates, presented the 2017-18 audit report to the board. Mr. Grissom shared that the firm currently audits six community colleges and that he and the staff enjoyed working at COA over the last few months. The report, through June 30, 2018, provided a clean, unmodified opinion, which is the highest level opinion. There were no disagreements with management and the firm was allowed full access to records. Mr. Grissom provided a summary of the report, paying attention to internal controls and the management letter. There was one best practice recommendation that Mr. Grissom had previously spoken to the Finance Committee about; that the CFO should sign off on all check disbursements greater than \$5,000. The recommendation was accepted and implemented by the Business Office.

Mr. Grissom said from an audit standpoint, the staff was terrific to work with and he was impressed with the college's reporting. There were no further questions from trustees.

The committee recommended approval of budget amendments as of October 24 that included carry forward equipment funding. The total amount to carry forward, including some customized training funds for the Edenton-Chowan Campus, was \$286,987.

The committee recommended the approval of using \$5,000 from the Pepsi institutional fund to help cover a scholarship that was awarded twice, by the Foundation office and Financial Aid. Protocols have been put in place to prevent this from happening again in the future.

The committee had reviewed a request to submit a proposal to Golden Leaf, requesting \$175,000 to update the welding equipment in the Professional Arts Building on the Roanoke Island Campus. There has been an increase in the demand of the program and the funds would provide improvements to the current classroom space.

ACTION: *On a recommendation by the Finance Committee, the Board of Trustees approved the 2017-18 audit report, the budget amendments, the money from the Pepsi institutional funds to cover the scholarship awarded twice, and the request to apply for Golden Leaf funds to update the equipment in the Welding Lab in Dare, as presented.*

B. Policy and Planning Committee

Dr. Joe Peel shared that the minutes from the November 28 meeting were included in the information provided and the committee had four recommendations to be approved. The addition of two courses, FRE-111 and FRE-112, were recommended to be approved. The French classes would not require an additional faculty member, as there is a current faculty member on staff that can teach the classes.

Policy 1-2, Policy 3-9 and Policy 4-1 all had minor changes to be approved.

A name change to the committee was proposed because of the way the committee is structured. There is no committee that specifically looks at academic affairs and years ago, there was a committee that served in that capacity. The committee recommended the name be changed to “Policy, Planning and Student Success Committee.”

ACTION: *On a recommendation by the Policy and Planning Committee, the Board of Trustees approved the addition of the FRE courses, the changes to the policies, and the name change of the committee to include “Student Success.” Motion carried.*

C. Buildings and Grounds Committee

George Thomas shared the notes from the meeting held on November 29. The Library renovation is close to completion. There are additional naming opportunities for the Library, as only the first floor has been named. In February of 2017, the board approved naming the first floor of the Library, “Charles H. Ward Library and Knowledge Commons.” There have been some other significant donations to come through the Foundation for the Library and based on Policy 6-17: “Naming Buildings”, an ad hoc committee should be appointed to review additional naming opportunities.

ACTION: *On a recommendation by the Buildings and Grounds Committee, the Board of Trustees approved forming an ad hoc committee to review additional naming opportunities for the Library.*

George Thomas explained the committee spent a significant amount of time talking about the Health Sciences Simulation Lab and the Vital Records/Maintenance building at the November meeting. While a temporary solution to use the former residence as the lab had been approved, a more permanent solution would need to be discussed. The architect was finishing up the plans for the Vital Records/Maintenance

building, so the college could pay for the work completed and hold onto those plans until ready to move forward with construction. Mr. Thomas explained that the funds that would have been applied to the Vital Records/Maintenance building could be saved until a decision is made on the Health Sciences Lab.

The estimate for a Health Sciences Lab is \$3 million. \$1.4 million in bond money was designated for the Vital Records/Maintenance building, with \$300,000 undesignated in bond funds. Dr. Wynegar said that legislature is looking at offering \$300 million to community colleges for capital projects. We may know by the end of June if that bill passes. If the college does not receive any additional funds towards a permanent lab space, then the board can review modular options to house the Health Sciences Lab.

ACTION: On a recommendation by the Buildings and Grounds Committee, the Board of Trustees approved that once the certified plans are received from the architect for the Vital Records/Maintenance building, the college will put construction on hold to work with legislature to see if special funding can be secured for a building to house a simulation lab. If funds are not secured in a timely manner, modular options will be reviewed and the construction of the Vital Records/Maintenance building will be revisited.

VII. PRESIDENT'S REPORT

A. SGA Update

Lynori Griffin provided the SGA report. She provided updates on all student events in November and December.

B. Personnel Report

Dr. Wynegar noted the new hires on the personnel report and said that the Vice President, Business Administrative Services applications were being reviewed by the committee.

C. College Highlights

Dr. Wynegar shared that EMS licensure rates were significantly better than last year.

The Ferry Division meeting in Wanchese was well attended with eight community colleges reviewing the partnership with COA. There is an opportunity to expand in other areas with the Department of Transportation, as well.

The college has seen a number of applications for the Governor's Finish Line grants. Sixteen students applied for grants in November and 11 of those students qualified for funds. The grant is used to help students outside of tuition needs, for other things that might prevent them from finishing their coursework. For example, one student needed a new pair of glasses and another student, a single mother, could not afford to pay rent for the month. The grants helped them pay for those items so that they could afford to pay their tuition.

The Coast Guard Park project is moving forward. Bids will go back to city council in January and the college should see construction on the Riverside property beginning in March.

Several staff at COA recently met with Currituck County officials to go over the facility needs for the Public Safety Building. Dr. Wynegar said that the county has been extremely generous in discussions and the college will have use of the front right corner of the building and all of the second floor.

The Library renovation is on schedule. State construction may not be able to get to campus until early January, but that will not affect the final opening date. A.R. Chesson will begin the roof project later in the week.

D. Workforce Development & Continuing Education Accountability Plan Updates

Dr. Wynegar asked the board to review the summary of the accountability plan. The report provided updates that occurred over the last year.

E. 2019 Meeting Schedule

The 2019 Board of Trustees meeting schedule was provided for review.

G. Trustee of the Year Presentation

Amy Alcocer, Executive Director, COA Foundation, said that it was a pleasure to bring to life the board challenge that began in May, to coincide with the Alumni Connect initiative. She thanked the board members that turned in their participation sheets and after all scores had been tallied, Patti Kersey was announced as Trustee of the Year. Mrs. Alcocer presented a gift to Mrs. Kersey and thanked her for promoting COA in the community.

VIII. REPORT FROM THE CHAIR

Chairman Harris shared that Pasquotank County received another CAMA grant, in the amount of \$84,000, to begin Phase II of the boardwalk repairs. He thanked Dr. Bill Sterritt who was instrumental in getting the project started. Chairman Harris stated the college has a lot of dedicated employees and while the trustees are thankful for all the employees and the work they do, the trustees don't always get to work closely with them. He said that Jenna Hatfield had been employed with COA since November of 2007, and has been serving as Executive Assistant to the President since 2013. As she changes position within the college on January 1, Chairman Harris recognized her for the work and dedication with the president's office and the board over the last five years.

IX. TRUSTEE COMMENTS

Bob Woodard recently made his sixth presentation about the Dare Campus to help increase student population there. He would like to share the PowerPoint with the board at an upcoming meeting and wished all a Merry Christmas.

Dr. Anthony Sharp said the Alumni Connect event held at the president's house was a great time. The food, provided by the Culinary Arts program, was fantastic.

Mike Hall stated that it is great to see enrollment increasing here at the college, while others are experiencing a decline. He said he hoped the county would allow him to serve the final 2 years of his term, as he feels there has been a better exchange of ideas, topics have been discussed thoroughly and it has become a better board, overall.

Dr. Reide Corbett thanked Tim Sweeney for helping out with a recent housing and scoping meeting. The meeting was attended by staff from East Carolina University and COA, as well as some other counties.

Tommy Fulcher shared that he attended the Surgical Technology pinning that afternoon and commented on the article regarding students of that program achieving a 100% pass rate on their final exam, the third time since 2012 that it's occurred. He said that is a real reflection on the caliber of faculty and staff here. Mr. Fulcher also congratulated Mrs. Kersey on being recognized as Trustee of the Year.

David Harris thanked Susan Gentry and her staff for another clean audit, as they continue to keep the college on track financially.

Dr. Roger Lambertson thanked Amy Alcocer for her work over the past year for keeping the college in the public eye in a positive way.

All trustees wished each other holiday greetings and a Happy New Year.

X. CLOSED SESSION

ACTION: *On a motion by Arty Tillett, seconded by Mike Hall, the Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11 (a)(3) and (a)(6) in order to consult with the college attorney and preserve the attorney-client privilege and to discuss a confidential personnel matter.*

ACTION: *On a motion by Dr. Roger Lambertson, seconded by Dr. Joe Peel, the Board of Trustees approved to come out of closed session.*

XI. ADJOURN

With no further business, the meeting adjourned at 8:31 p.m.

Marion Harris, Jr., Chair

Dr. Robert Wynegar, President