

MINUTES
REGULAR MEETING
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
JUNE 11, 2007

CALL TO ORDER

The Board of Trustees of College of The Albemarle met at 7:00 p.m. on Monday, June 11, 2007 in the Technology Building E-121A on the Elizabeth City Campus. With a quorum present, the meeting was called to order by Board Chair Harry Lee Winslow. He welcomed special guests.

The following Board members were present:

Harry Lee Winslow, *Chair*
Lynne M. Bunch, *Secretary*
Melvin R. Daniels, Jr.
Rev. Charles L. Foster
Sonja W. Hibbard

Benjamin C. Hobbs
Dr. W. Roger Lambertson
Janet L. Taylor
J. Fletcher Willey

Absent: Richard A. Johnson, S. Paul O'Neal, Jan C. Riley, Benjamin C. Saunders, Jerry R. Tillett, and G. Matt Wood

Staff Members Present: Jeff Carter, Maenecia Cole, Lisa Johnson, Sandra Ray, Althea Riddick, Sandra Strickland, Jim Turdici, Dave Wessel

Others: John Leidy – College Attorney; Marion Harris – newly appointed trustee effective 7/1/07, and Zac Goldstein – a reporter with *The Daily Advance*

ETHICS STATEMENT – *Harry Lee Winslow*

Mr. Winslow read the Ethics Statement as required by the new Ethics Act, House Bill 1843 (Session Law 2006-201).

APPROVAL OF AGENDA

On a motion by Melvin Daniels, seconded by Rev. Charles Foster, the Board unanimously approved the agenda.

APPROVAL OF CONSENT AGENDA

On a motion by Sonja Hibbard, seconded by Janet Taylor, the Board unanimously approved the Consent Agenda.

INTERCOLLEGIATE ATHLETIC PROGRAM

Jeff Carter reported that three committees have been formed. The first and original committee is the Steering Committee, second is the Athletic Campaign Planning Committee and third is the Athletic Campaign Gifts Committee. The Athletic Campaign Planning Committee (Members include: George Bright, Jeff Carter, David Harris—Chair, Gene Gregory, Sonja Hibbard, Mark Maland, Don Prentiss, Dr. William Sterritt, Billy Stallings, Matt Thomas, Rex Tillett, Sandra Ray, ex officio, and Ed McFarlane) is actively working to begin the most important phase of the project. A draft case statement has been prepared, and the committee will continue to work towards

developing a prospective donors list, assure the infrastructure is in place, and determine leaders for the Gifts Committee. Some members of the Campaign Planning Committee will transition over to the Gifts Committee.

COMMITTEE REPORTS

Finance Committee – *Sonja Hibbard & Matt Wood, Co-Chairs*

Sonja Hibbard reported the committee did not meet this month.

Legislative update on Appropriations Bill – *Jim Turdici*

Jim anticipates that we will have our budget guidance by late July or early August and provided the following updates on the 2007-08 budget. A 5% raise is being proposed for faculty and professional staff and 4% for all other employees. The Governor has an initiative called “Learn and Earn,” a program similar to Huskins or Dual Enrollment, allowing High School students to take on-line college classes while attending high school and will receive credits towards high school and college graduations.

Lynne reported that the three areas of concern for COA are the lack of additional Health Sciences funding as these programs are more expensive to operate, the lack of equipment funding and monies earmarked for counselor positions at the community colleges. Currently, there is \$600,000 in the budget for the counselor positions; however, that only equates to 9.7 positions available across 58 community colleges.

State Auditor FY 2005-2006 Financial Statement audit update – *Jim Turdici*

Jim reported that the state auditor was at COA from March until mid-May preparing the FY 2005-2006 Audit Review. He said we continue getting phone calls with questions and do not expect an exit interview until mid-July. He noted that community colleges will have a state audit once a year.

The next Finance Committee meeting is June 26, 2007 at 8:00 a.m.

Policy and Planning Committee – *Jan Riley and Benjamin Saunders, Co-chairs*

In the absence of Mrs. Riley and Mr. Saunders, Mr. Winslow referred to the minutes of the May 1, 2007 meeting.

Lynne Bunch reviewed the policy revisions, which will lay on the table for 30 days and action will be taken at the next meeting.

The next meeting is scheduled for June 26, 2007 at 4:00 p.m.

Buildings and Grounds Committee – *Melvin Daniels, Chair*

In the absence of Mr. Daniels, Mr. Winslow reported the committee did not meet this month.

Building A Expansion update – *Jim Turdici*

Jim reported that during the April 30, 2007 Board meeting, he reported there was a concern with the retention pond required for the expansion project. Since that time, the issue has been resolved as the architects and the construction company have developed an underground filter system. The system was approved by the Technical Committee and everything is in place for construction to begin.

Renovations at Dare's Russell Twiford and Roanoke Island campuses – *Jim Turdici*

He reported the Dare County Commissioners have approved a total of \$7.6 million for this project which provides enough funding for COA to build a two-story building on the Roanoke Island Campus site. The plans will be developed, and we expect the construction to begin in June 2008.

He reported the Dare County Commissioners approved a 150 x 150 ft. Skate Board Plaza to be located on the RIC site.

The library on the Russell Twiford Campus will be renovated by utilizing the prior year's capital funds. Construction should begin in December 2007 and will take approximately 4-6 weeks to complete.

The next Committee meeting is Wednesday, June 27, 2007 at 8:30 a.m.

Instructional and Student Development Committee – *Vacant, Chair*

The Committee did not meet this month.

Candidates for the July 30, 2007 graduation – *Ray Scaffa*

FOR ACTION

On a motion by Sonja Hibbard, seconded by Roger Lambertson, the Board of Trustees unanimously approved the candidates for the June 30, 2007 graduation, pending completion of all requirements.

Recommendation approved

SGA Report – *Tobie McPherson*

- Tobie McPherson distributed the COA 2007-2008 Officers for the Student Government Association for both the Elizabeth City and Dare County campuses.
- He said the Elizabeth City Campus SGA received 2nd place for raising the most money for the March of Dimes.
- Congratulations to Maenecia Cole for her appointment to the State SGA Board.
- Planning for the "Welcome Back Students" scheduled for this fall.

The next scheduled meeting is June 28, 2007 at 8:00 a.m.

SATELLITE CAMPUS REPORTS

Dare County Campus – *Teresa James*

In the absence of Teresa James, a bi-weekly update to the Dare Campus Advisory Committee was distributed.

Edenton-Chowan Campus – *Lynn Hurdle-Winslow*

In the absence of Lynn Hurdle-Winslow, minutes of the February 23, 2007 Edenton-Chowan Campus Advisory Committee were distributed.

REPORT FROM THE PRESIDENT – *Lynne Bunch*

1. COA Foundation Report – *Sandra Ray*
 - a. Sandra Ray reported the Foundation Board of Directors met for their annual meeting on June 5, 2007.
 - b. The following officers were elected: President – Jeff Aldridge; Vice President – Al Gesler; Secretary – Oliver Etheridge; Assistant Secretary – Lynne Bunch; Treasurer – Jim Turdici; Assistant Treasurer – Elouise White.
 - c. She reported the Foundation Board of Directors presented, adopted and signed a conflict of interest statement and it is on file in Mrs. Ray's office, a practice that more and more non profits are going to.
 - d. She distributed the Foundation's newsletter. She noted that a total of 6,000 copies were printed and 4,000 will be sent to alumni with good addresses. The remaining will be sent to all donors, past donors and friends of the college.
 - e. She distributed a five-year comparison of the Foundations revenue, expenses, assets, liabilities, and fund balances.
2. Marketing Report – *Lisa Johnson*
 - a. Lisa Johnson provided a 6-month update of activities from the Marketing Office including a new slogan for COA "*Opportunity Changes Everything.*"
 - b. She distributed a copy of the 2007-2009 Academic Catalog on CD to trustees.
 - c. She distributed a copy of the new view book.
 - d. She shared upcoming projects which include the four class schedules for curriculum and Corporate and Continuing Education, the website redesign project, the development of new program of study brochures and the completion of a President's Report, hopefully in January or February 2008.
3. President's Report – *Lynne Bunch's*
 - a. Lynne Bunch reported the Summer Commencement will be held on July 30 at 6:30 p.m. The speaker will be COA graduate, Harriett Evans, an art teacher with the Elizabeth City Middle School.
 - b. The Practical Nursing Pinning Ceremony will be held on July 30 at 2:00 p.m. and celebrating 50 Years of Practical Nursing during the ceremony, first starting at Albemarle Hospital.
 - c. Personnel Matters:
 - i. Full-Time Employees:
 - Victor S. Neal, College Transfer/Evening Coordinator, Student Support Services Program, effective 6/18/07
 - John M. Wells, Director, Counseling and Career Development, effective 6/18/07
 - ii. Change of Positions:
 - Wendy S. Jewett, Lead Instructor/Coordinator, Learning Center, Edenton-Chowan Campus, effective 6/1/07
 - Stephanie G. Pepler, Director, Career Development, Dare County Campus, effective 6/18/07
 - Keith Carter, Director, Cooperative Education and Job Placement, effective 7/1/07
 - iii. Retirement:
 - Jo Ann F. Scott, Instructor, Associate Degree Nursing, effective 7/1/07
 - iv. Resignation:
 - David S. Griffie, Supervisor, COA Auditorium; Technical Director/Instructor, Theatre, effective 6/30/07

REPORT FROM THE CHAIR – *Harry Lee Winslow*

Mr. Winslow announced that he has attended a Steamers game and has seen the COA ad. He extended an invitation to trustees to attend any game in Edenton.

TRUSTEE COMMENTS

Mr. Daniels announced the death of Senator Marc Basnight's wife, Sandy Basnight.

CLOSED SESSION

On a motion by Melvin Daniels, seconded by Dr. Roger Lambertson, the Board of Trustees unanimously approved going into closed session to discuss a personnel matter.

The Board returned to open session. There was no action taken in Closed Session.

Mr. Winslow said the Board discussed the evaluation of President Lynne Bunch and said that all board members were pleased with the job Mrs. Bunch is doing.

ADJOURN

The meeting was adjourned at 8:31 p.m. on the 11th day of June 2007.

The next scheduled Board meeting will be held on the Elizabeth City campus in E-121A on August 13, 2007

Harry Lee Winslow, Chair

Lynne M. Bunch, Secretary