

REGULAR MEETING MINUTES  
BOARD OF TRUSTEES  
COLLEGE OF THE ALBEMARLE  
Elizabeth City Campus  
October 16, 2018

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, October 16, 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
Tommy Fulcher	Dr. Anthony Sharp
Mike Hall	George Thomas, Jr.
Patti Kersey	Graham Twine
Dr. Roger Lambertson	Bob Woodard
Wallace Nelson	Christian Aurelus, <i>SGA Vice President</i>

ABSENT: Dr. Reide Corbett, David Harris, Coleen Santa Ana and Joe Winslow

STAFF: Dr. Robert Wynegar, Amy Alcocer, Wendy Brickhouse, Dr. Evonne Carter, Robin Harris, Jenna Hatfield, Lynn Hurdle-Winslow, Katie Miller, Chris Robertson, Alicia Stokley and Joe Turner

OTHERS: John Leidy, Will Norrell and reporters from The Coastland Times and The Daily Advance

#### I. CALL TO ORDER

Chairman Harris called the meeting to order and welcomed everyone in attendance. He thanked Judge Eula Reid for attending the meeting to provide the oath of office for a reappointed trustee.

#### II. PLEDGE OF ALLEGIANCE

Chairman Harris asked everyone to stand for the pledge of allegiance.

#### 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

There was one change to be made to the agenda before it was approved. Policy 5-12: Compensation would have a couple additional changes to be approved in committee before it would be brought back to the full board.

**ACTION:** *On a motion by Paul O'Neal, seconded by Dr. Anthony Sharp, the amended agenda was approved as presented.*

#### V. APPROVAL OF MINUTES

Chairman Harris asked that the minutes from the last Board of Trustees meeting, held August 21, be approved.

**ACTION:** *On a motion by Dr. Roger Lambertson, seconded by Dr. Joe Peel, the minutes from August 21, 2018 were approved as presented.*

#### VI. REAPPOINTMENT TO THE BOARD

Judge Eula Reid read the oath of office to Arty Tillett who was reappointed to another term by the Governor's office.

#### VII. COMMITTEE REPORTS

##### A. Finance Committee

Paul O'Neal shared that the committee met on August 21 and September 25. The minutes were circulated in advance. Budget amendments were provided that required approval and would need the Minority Male Mentoring grant that the college has received the last four years, Perkins funds and Basic Skills funds; a total budget amendment of \$95,081.

**ACTION:** *On a recommendation by the Finance Committee, the Board of Trustees approved the budget amendments as presented.*

##### B. Policy and Planning Committee

Dr. Joe Peel said the committee met on September 26 and the minutes were provided ahead of the meeting. Policies 5-4 and 5-14 were being provided with changes, but Policy 5-12 was removed at the start of the meeting.

**ACTION:** *On a recommendation by the Policy and Planning Committee, the Board of Trustees approved the policies as presented.*

### C. Buildings and Grounds Committee

Dr. Roger Lambertson explained the committee met on September 27 and the board received the draft minutes. All projects are moving forward and the committee spent much of the time talking about the Health Sciences simulation lab and where it could be located. During the committee meeting, Dr. Wynegar provided an overview of other potential locations on campus. Earlier in the year, the board voted to demolish the residence as there was no use for it, but since the college could now use the space as a lab, the decision could be revisited. A summary of the mold report was provided to the committee and there was a minimum amount of mold present; similar to any other house that sits among trees. The students being on the first floor of the house for the lab would not be a problem. The committee recommended a trial period of one year, ending December 30, 2019, and minimum upgrades to the decking, in the amount of \$5,000.

Paul O’Neal asked what other options there could be. Dr. Wynegar explained that the best option would be to expand the Owens Center by 10,000 square feet to allow for future growth, but that would be around \$3 million and the college has nothing approaching that amount right now. The college could also look at a modular option, but that would not be the top choice. Mr. O’Neal then asked if the college was successful with the Golden Leaf grant, would the \$250,000 that could potentially be awarded go to the lab. Dr. Wynegar said that while the funds could not be used for new construction, it could allow for equipment. However, if we don’t have a space for the equipment, then we would not need the grant. Tommy Fulcher commented that he liked how the motion was worded with a test period and a timeline as the consensus seemed to be that the residence is not a viable long-term solution. Dr. Lambertson stated that the board needs to begin looking for a long-term solution immediately and not wait until December of next year. Chairman Harris said that he asked where the Vital Records/Maintenance Building is in its project status and suggested the board receive some more information regarding any additional funds and contingency dollars. The board will have a year to plan and find some other options.

***ACTION: On a recommendation by the Buildings and Grounds Committee, the Board of Trustees unanimously approved the recommendation that the college residence be used for the Health Sciences simulation lab for a test period of one year, ending December 30, 2019.***

## VIII. PRESIDENT’S REPORT

### A. SGA Update

Christian Aurelus, Vice President, SGA, provided the quarterly review for student life and leadership. The back to school bash was a success, there were Real Talk forums held with administration at the college, a “Momentum” induction ceremony where Mr. Aurelus was inducted into the group. Students are also collecting items for the hurricane relief efforts.

### B. Personnel Report

Dr. Wynegar asked trustees to review the changes in positions and updates on new positions being filled. Two to note were the resignation of the Foundation Executive Director and the upcoming retirement of Joe Turner, Chief Operations Officer, on April 1, 2019.

### C. College Highlights

Auditors, S. Preston Douglas and Associates, have completed the financial audit of the college.

The FTE compliance review is typically completed every two years, in the spring, but due to the hurricane and colleges being scheduled for their review and being unable to get their records together due to the storm, the system office requested that the college go ahead and do theirs. Dr. Wynegar spoke with the compliance auditor and the preliminary review looked good.

The Governor previously announced the Finish Line grant and the college received \$50,000 in conjunction with NC Works. The funds are available for students who are 75% done with a program, but may need extra aid to complete and graduate. NC Works holds onto the funds and the college requests the funds from them on a per student need basis.

Dr. Wynegar held an open forum with faculty/staff on October 4. A forum is scheduled each semester for employees to hear updates and ask questions.

Manufacturing Day was held at the Regional Aviation and Technical Training Center on October 5. This provides a chance for current students and potential students to tour programs and see hands on presentations.

The NC Community College System conference was held in Raleigh and 20 of our faculty and staff participated, with three presentations being made by college employees.

Dr. Wynegar has met with the Foundation Board and a recommendation will be forthcoming to filling the Executive Director position as quickly as possible.

Renovation of a portion of the boardwalk behind the Elizabeth City Campus is about to begin. Joe Turner is working with the county to stage areas of the construction. This renovation falls within the CAMA grant.

Dr. Wynegar and the academic deans met in the previous week with officials from Virginia Wesleyan University. We may make connections with them to see what will work, as they are interested in providing programs for adult learners in weekend and online format.

ECSU's Interim Chancellor and staff were on campus recently to discuss where the university is going and partnerships we may work on in the future. It was an open dialogue with college staff.

The Foundation may soon receive a donation of three parcels of land that are adjacent to The Pines.

The last Alumni Connect session was held at the Coast Guard base on October 20. There were 40 graduates in attendance for the event. The Alumni Connect reception at the Wynegars' house will be held December 1, from 2:00-4:00 p.m. Invitations will go out soon.

During the last legislative session, \$18.5 million was set aside for the community college system to provide for the colleges impacted by Hurricane Florence. The funds will help cover rebuilding and renovation costs, student impact and anticipated loss in receipts statewide from student tuition and fees.

*Camelot* begins October 25 in the Performing Arts Center. November 2 is the 1<sup>st</sup> Friday Artwalk featuring COA programs. Eat.Drink.Art, the Foundation fundraiser providing opportunities for the Dare General Scholarship Fund, will be held on November 16.

#### D. Strategic Plan

An updated chart of the Strategic Plan was provided for the board members to review. Dr. Wynegar went through each section and explained objectives that were still in progress or had been met, as well as new goals that teams are setting.

#### E. Golden LEAF Grant Proposal

The proposal was set up in a way that each county could request as much as \$2 million. Pasquotank County asked for four letters of intent. Based on review of the letters of intent, the Golden LEAF Foundation did not ask the college to return a full proposal. The response as to why the college was not chosen for a full proposal was that Golden LEAF felt that our request was something the county would be responsible for. In addition to the proposal for Pasquotank County, a proposal for CDL training at the Chowan Campus was suggested but Golden LEAF responded that the college could only submit proposals through the main campus of Elizabeth City. Patti Kersey said that there was a lot of support that initiative and demand within the county and Dr. Wynegar shared that CDL training would be an objective to look at under an open grant through Golden LEAF. Dr. Evonne Carter explained the biggest expense for CDL training is the purchase of a truck. An opportunity for a truck to be donated would be most beneficial to get the program moving forward.

Chairman Harris asked if any other proposals were approved for funding. Dr. Peel shared that NEAAT was approved to move forward with their proposal, but they had to decrease the funds initially requested.

#### IX. REPORT FROM THE CHAIR

Chairman Harris reminded the board that Kennon Briggs would provide a self-assessment presentation on October 29. Information regarding the presentation would be sent out soon.

#### X. TRUSTEE COMMENTS

Bob Woodard said that an RFQ for architects for the new campus at Dare would be sent out at the end of the week. Mr. Woodard has been campaigning for the college to help increase enrollment throughout Dare. A PowerPoint presentation has been developed and he will be going to the high schools, PTA meetings and clubs along the beach in the next few months. The most recent presentation was at Manteo High School and got some good feedback from the students in attendance. Dr. Wynegar shared that there was a lot of discussion at the last state presidents' meeting to change the way the FTE is reported, regarding the multi-campus funding. The presidents discussed that if a student is taking a class on campus, but three online, they should be counted for all classes at that campus, not just the one that they attend in person. Changes may be forthcoming.

George Thomas congratulated Arty Tillett on his reappointment. Mr. Tillett wanted to publicly thank Tim Sweeney for helping with a presentation to the school board the previous week and that he did a great job promoting the Dare Campus. Dr. Roger Lambertson asked the board members to support upcoming PAC performances of *Camelot* and the Veterans Day show on November 11.

Tommy Fulcher congratulated Mr. Tillett on another term and thanked Dr. Wynegar for sharing the update on the legislative appropriations for students affected by the hurricane. Mike Hall commented that he hopes to be reappointed to another term like Mr. Tillett. Graham Twine also congratulated Mr. Tillett and shared that nearly 50% of the students at COA were veterans when he attended school here.

XI. CLOSED SESSION

**ACTION:** *On a motion by Graham Twine, seconded by Tommy Fulcher, 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. Anthony Sharp, seconded by Mike Hall, the Board of Trustees approved to come out of closed session.*

XIII. ADJOURN

With no actions taken and no further business, the meeting adjourned at 7:29 p.m.

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Marion Harris, Jr., Chair

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Dr. Robert Wynegar, President