

REGULAR MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
February 20, 2018

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, February 20, 2018 at the Elizabeth City Campus, A Building Board Room. With a quorum present, Chairman Paul O’Neal called the meeting to order. The following trustees were present:

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

ABSENT: Mike Hall and Bob Woodard

STAFF: Dr. Robert Wynegar, Amy Alcocer, Wendy Brickhouse, Dr. Evonne Carter, David Chambers, Wanda Fletcher, Susan Gentry, Jenna Hatfield, Lynn Hurdle-Winslow, Jeff Spear, Alicia Stokley, Tim Sweeney, Joe Turner, Michelle Waters, Robin Zinsmeister

OTHERS: Casey Bass, Brandi Bragg, Matthew Cheeseman, Jill Cohen, Cathy Davison, Larry Donley, Bev Harrison, Jim Ratchford (Cherry Bekaert), Jean Taylor, Dave Whitmer, The Daily Advance

I. CALL TO ORDER

Chairman O’Neal called the meeting to order.

II. PLEDGE OF ALLEGIANCE

Chairman O’Neal asked everyone to stand for the pledge of allegiance, led by Dr. Roger Lambertson.

III. ETHICS STATEMENT

Chairman O’Neal 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 O'Neal asked that the agenda for the meeting be approved as presented.

ACTION: *On a motion by Arty Tillett, seconded by Dr. Joe Peel, the agenda was approved as presented.*

V. APPROVAL OF CONSENT AGENDA

Chairman O'Neal asked that the consent agenda be approved as presented. There was no discussion regarding the consent agenda.

ACTION: *The Board of Trustees approved the consent agenda as presented.*

VI. CELEBRATIONS

A. Advanced Manufacturing Pathway Award

Dr. Robert Wynegar shared that the college was the first in the state to solidify the healthcare pathway and would be recognized with an award for the new advanced manufacturing pathway that evening. He read the paragraph describing the overview of the local pathway certification:

Creating clear and focused Career Pathways provides opportunities for job seekers, giving them the skills needed to succeed in a career by guiding them through multiple trainings – this includes courses for high school students, community college students, or those returning to the workforce or updating skills. This type of coordination with the community college, three of its school districts, local community leaders, workforce centers and employers assists in matching worker preparation to employers' needs.

Certification of a "pathway" shows that it meets the state's rigorous requirements and demonstrates the importance of employer-led, integrated strategies that will connect job seekers to employers. The certification is a credential that signals to employers that the locality has collaborative tools to train a workforce to meet their needs.

NCWorks Pathways are designed to serve not only secondary school and community college enrollees but dislocated adults as well, steering them toward a career. Pathways are required to be flexible, allowing for short term or long term commitments and are backed by all aspects of the community to bolster successful outcomes.

Brandi Bragg, Northeastern NC Career Pathways Facilitator, and Larry Donley, NCWorks Regional Operations Director-Northeast, spoke about the great accomplishment of the college and how the award represents partnership and collaboration through the schools and counties. Awards were presented to

COA, the Northeastern Workforce Development Board, Dare County Schools, Edenton-Chowan Schools and Perquimans County Schools. Representatives from each group were called upon to receive their award. Chair O'Neal thanked everyone for attending and being recognized.

VII. COMMITTEE REPORTS

A. Finance Committee

Doug Gardner shared that the budget amendments from the last meeting were approved under the consent agenda. The majority of amendments to the budget were due to longevity payouts. Mr. Gardner then introduced Jim Ratchford, auditor with Cherry Bekaert, LLC, to present the college's audit report. Mr. Ratchford provided some background on the firm and explained that the college received an unmodified, clean opinion. There were no findings in the audit and procedures were completed in accordance to regular governmental reporting standards. Upon completion of the presentation, a vote was taken to accept the audit on a recommendation by the Finance Committee.

ACTION: *On a motion by Doug Gardner, seconded by Dr. Joe Peel, the 2017 college audit was approved as presented. Motion carried.*

B. Policy and Planning Committee

Dr. Peel shared that the committee did not meet last month.

C. Buildings and Grounds Committee

George Thomas encouraged the board to review the minutes from the February 1st meeting. The PAC Lobby renovation is to be completed within the month and two architectural firms will be interviewed for the maintenance and vital records building.

The topic of the college residence had been discussed for some time and the resolution was included and recommended for disposal of the residence. Joe Turner explained that the North Carolina Community College System requires boards to pass a resolution for disposal before the paperwork could be sent off for approval. There was no cost estimate at the time of the meeting, but Mr. Turner explained that appliances and other items at the house that could be salvaged or donated would be removed first, then the house would be disposed of in the least expensive way possible.

ACTION: *On a recommendation by the Buildings and Grounds Committee, the resolution for the disposal of the college residence was approved as presented. One opposed. Motion carried.*

There was discussion regarding the maintenance and vital records building and the funds available for that project. Mr. Turner explained that the college lost storage room with renovations to C Building; turning the old storage space into classrooms that were needed. Because of the state's records retention policy, the college must keep vital paper records in a place on campus that is easily accessible. Mr. Turner also explained that the proposed building has been on the capital project list for some time and is part of the master plan. The state construction office reviews the value per square foot and negotiates with the architect and

contractor on the price. The college then gets to reject or accept the contract. There will be more information provided on the project at the next committee meeting.

VIII. PRESIDENT'S REPORT

A. SGA Update

SGA Vice President, Lynori Griffin, provided highlights of events that have been offered to the students so far this semester. There will be an election held in March for officers for the next school year.

B. College Highlights

Dr. Wynegar shared that enrollment for the college is up in comparison to last spring. The college should have the estimate for FTE by March 8. The current estimate is up by 3.6%.

The college recently dissolved the Dolphin/Viking Link with ECSU. The college and the university will move forward with a better relationship for future students.

Dr. Wynegar informed the trustees that the average state funds left at year-end, among the 58 community colleges, is .8 percent. Last year, COA left .1 percent unspent, solidifying how well the budget process works at the college.

“Registered Nursing” website did a review of all the nursing programs throughout the state. There were 78 total programs reviewed and COA was ranked #1 in the state. The results were based on NCLEX scores, affordability, and other factors.

The search for the Foundation's executive director is ongoing. A committee has been formed to review candidates and the deadline to apply is February 25.

There will be more communication moving forward now that the Public Information Officer is in place. Updates and press releases will be sent to the board frequently.

The Board of Trustees retreat is planned for April 25 at The YMCA at the Pines, beginning at noon. Julie Woodson, NCACCT President, and Mary Shuping, Director of Government Relations for the NCCCS, will be presenting.

Each board member was given a copy of the legislative priorities that were presented by the system office and supported by the presidents of the 58 community colleges.

C. Strategic Plan Update

The board members were provided an update to the strategic plan. It is a five year plan and the college is currently in its second year. Every full-time employee of the college participates on one of the teams. Many of the teams have met their objectives and will begin new objectives soon.

D. Coast Guard Park/Parking Lot

The City of Elizabeth City would like to put in a paved area on the lot at Riverside that the college owns and where the sailing classes are held. If approved, the college would be held harmless of expenses and

the lot would be under a five year easement. Dr. Joe Peel provided some background of the monument that is being considered for placement there. The college currently has no intent of selling the property or using it for anything else presently and the parking lot would benefit the students who attend the sailing classes.

ACTION: *On a motion by Graham Twine, seconded by Wallace Nelson, the recommendation for the terms of easement for the Coast Guard Park/Parking lot were approved as presented. Motion carried.*

E. Agribusiness Program

Dr. Wynegar explained that back in 2016, the board approved an Associate in Applied Science in Sustainable Agriculture, which was submitted to SACSCOC. In the spring of 2017, the college began looking at curriculum with North Carolina State University (NCSU) to provide a transferrable degree. A final version of the curriculum was provided to the college in January of 2018. To partner with NCSU, the program name would be changed from Sustainable Agriculture to Agribusiness. By changing the program name, the paperwork must go back to the system office and SACSCOC for approval and potentially push the start date of the program to the spring or fall of 2019. After further discussion, the following vote was taken.

ACTION: *On a motion by Wallace Nelson, seconded by Graham Twine, the Agribusiness program was approved as presented, with college staff working to expedite the start date as much as possible. Motion carried.*

IX. REPORT FROM THE CHAIR

Chairman O'Neal stated that the board should review the college's safety and security measures at the next meeting. Dr. Wynegar will work with staff and security at all the campuses to provide an update to the board.

X. TRUSTEE COMMENTS

David Harris complimented the business office on their work throughout the year to provide a clean audit.

Tommy Fulcher shared that there would be an NCSU alumni event at the YMCA at the Pines on March 21 and to let him know if any trustees would like to attend.

Dr. Reide Corbett stated that East Carolina University's board was at the Coastal Studies Institute recently and discussed affordable student housing and other interests that may provide a potential partnership opportunity in the future.

Joe Winslow applauded the Northeastern Workforce Development Board for attending the meeting and recognizing partnerships and the training the college is providing.

XI. CLOSED SESSION

ACTION: *The Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11 (a)(3) and (6) in order to discuss a confidential personnel matter and to confer*

with the Board's attorney regarding a matter within the attorney-client privilege and to preserve that privilege.

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

X. ADJOURN

With no other actions taken and no further business, the meeting adjourned at 8:50 p.m.

S. Paul O'Neal, Chair

Dr. Robert Wynegar, President