

REGULAR MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
February 21, 2017

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, February 21, 2017 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>	Don McCabe
Marion Harris, <i>Vice Chair</i>	Dr. Joe Peel
Dr. Travis Burke	George Thomas
Doug Gardner	Arty Tillett
David Harris	Graham Twine
Sally Francis Kehayes	Fletcher Willey
Dr. Roger Lambertson	

ABSENT: Mike Hall, Charles Lacefield, Coleen Santa Ana and Joe Winslow

STAFF: Kennon Briggs, Wendy Brickhouse, Susan Gentry, Jenna Hatfield, Lynn Hurdle-Winslow, Charles Purser, Dean Roughton, Tim Sweeney and Joe Turner

OTHERS: Jim Ratchford of Cherry Bekaert & The Daily Advance

I. CALL TO ORDER

Chairman Paul O'Neal called the meeting to order.

II. 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.

III. APPROVAL OF AGENDA

Chairman O'Neal asked the board to review the agenda for the meeting and approve as presented.

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

IV. APPROVAL OF CONSENT AGENDA

Chairman O'Neal asked for a motion to approve items on the consent agenda as presented.

ACTION: *On a motion by Fletcher Willey, seconded by Don McCabe, the consent agenda was approved as presented.*

V. COMMITTEE REPORTS

A. Finance Committee

Doug Gardner referred to the minutes from the January 24 meeting and while there was nothing to add, he noted that longevity payments totaled a little over \$142,000, hence the large amendment to the budget that was approved within the consent agenda. The additional \$100,000 for the PAC renovation was approved, as funds are available for the increase.

Mr. Gardner then introduced Jim Ratchford of Cherry Bekaert, who presented the college's 2016 audit. Mr. Ratchford talked a bit about Cherry Bekaert's background and experience and then discussed the key financial information regarding the college's 2016 audit. The audit information was presented to the Finance Committee earlier in the month, as well.

The college was issued an unmodified, clean audit report. The only comment made, just as last year, was that the college's foundation is required to be shown as discreetly presented component unit of COA, but their financial reports are not accurately reflecting government auditing systems. Mr. Gardner, who serves on the Foundation Board, explained that the board has addressed this and will move forward with the GASB 72 standard for the next audit.

Mr. Ratchford thanked Susan Gentry and the college's business office staff for their cooperation in assisting with another successful audit process.

FOR ACTION: *On a motion by Dr. Joe Peel, seconded by Don McCabe, the Board of Trustees approved the 2016 audit report as presented.*

B. Buildings and Grounds Committee

Dr. Roger Lambertson referred to the draft minutes of the January 26 meeting and shared the PAC lobby renovation changes were discussed during their meeting, too. There were no action items to bring forward at that time.

C. Policy and Planning Committee

Dr. Joe Peel shared that all items discussed in the committee meeting had been approved in the consent agenda.

VI. PRESIDENT'S REPORT

Kennon Briggs stated that he was in his 8th week at COA. He is focusing on the facility needs at the college and is assisting the search committee with their work on finding the next college president. He discussed three items that showcased students in our service area; the Hockmeyer Equipment scholarship, the ACEN accreditation visit earlier in the month, and the NCSGA state meeting the college was hosting that weekend.

Chairman O'Neal said that Mr. Briggs was doing an outstanding job of keeping things maintained, yet still moving forward. He thanked Mr. Briggs for his hard work.

Title IX Update

Joe Turner explained that once per year, he is required to update the board on Title IX at the college. While he is the lead coordinator at the college, Wendy Brickhouse and Lynn Hurdle-Winslow serve as deputy coordinators. In all aspects of Title IX, the college adheres to all policies and procedures. The Title IX committee meets once a month and all members that serve complete workshops and regular training.

Resolution for FEMA Grant

Joe Turner shared that the college is working to restore the section of the boardwalk and pier that was damaged during Hurricane Matthew. FEMA will decide whether the project is worthy of grant funds in the amount of \$14,000, but they require a form approved by the board that names the agents at the college that FEMA would work with. Mr. Turner will be listed as the primary agent and Susan Gentry will be the secondary agent on the form.

FOR ACTION: *On a motion by Dr. Roger Lambertson, seconded by Don McCabe, the Board of Trustees approved the resolution for the FEMA grant, with Joe Turner listed as primary agent and Susan Gentry listed as secondary agent.*

VII. REPORT FROM THE CHAIR

Ad Hoc Naming Committee Recommendation

Chairman O’Neal explained that the ad hoc naming committee met on January 26 and recommended that the board approve the first floor of Building B, the Library, to be named the “Charles H. Ward Library and Knowledge Commons.”

FOR ACTION: *On a motion by Don McCabe, seconded by Arty Tillett, the Board of Trustees approved naming the first floor of Building B (Library) the “Charles H. Ward Library and Knowledge Commons.”*

Other

Chairman O’Neal read a thank you note from the family of former Board of Trustees member, Warren Judge, which was sent to the board after his passing.

VIII. CLOSED SESSION

FOR ACTION: *On a motion by Joe Peel, seconded by Dr. Roger Lambertson, the Board of Trustees approved to go into closed session pursuant to NCGS 143-318.11(a)(6) to discuss a confidential personnel matter and NCGS 143-318.11(a)(1) to prevent the disclosure of information that is not considered a public record.*

IX. OPEN SESSION

The Board of Trustees returned to open session at 7:15 p.m.

FOR ACTION: *On a motion by Dr. Joe Peel, seconded by Dr. Roger Lambertson, the Board of Trustees approved the extension of Kennon Briggs’s contract, up to three 30 day extensions, as needed, until the permanent president is hired.*

X. TRUSTEE COMMENTS

Dr. Roger Lambertson suggested board members see the performance of “Oklahoma” in the PAC.

Dr. Travis Burke said he represented the college at the ACCT Conference in Washington, D.C.

Dr. Joe Peel commended Chairman O’Neal and his hard work with the presidential search process.

Fletcher Willey shared the Outer Banks Community Foundation has set up a fund in memory of Warren Judge if anyone wishes to contribute.

Sally Francis Kehayes passed around a brochure from the Edenton Historical Commission that highlighted continuing education offered through the college during the week of June 19.

Doug Gardner acknowledged and thanked Mariah Schierer, PAC Coordinator, for her patience in choreographing the dance performed for the United Way fundraiser.

With no further business, the meeting adjourned.

Paul O’Neal, Chair

Kennon Briggs, Interim President