

**REGULAR MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
April 16, 2019**

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, April 16, 2019 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
Dr. Travis Burke	Dr. Joseph Peel
Tommy Fulcher	Cecil Perry
Mike Hall	Bob Pippen
David Harris	Dr. Anthony Sharp
Patti Kersey	George Thomas
Dr. Roger Lambertson	Graham Twine
Wallace Nelson	Bob Woodard

ABSENT: Arty Tillett, *Vice Chair*, Dr. Reide Corbett, and Coleen Santa Ana

STAFF: Dr. Robert Wynegar, Amy Alcocer, Wendy Brickhouse, Susan Gentry, Jenna Hatfield, Lynn Hurdle-Winslow, John Ives, Valerie Mueller, and Alicia Stokley

OTHERS: John Leidy, Eula Reid 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.

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 Paul O'Neal, seconded by Dr. Joe Peel, 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 February 19, 2019 be approved.

Tommy Fulcher commented the meeting minutes from the February 19, 2019 meeting needed one correction. Under the motion for the Vending Machine Contract the minutes currently show that Tommy Fulcher and Bob Woodard recused themselves from the vote. The minutes should reflect that Tommy Fulcher and Bob Phippen recused themselves from the vote.

ACTION: *On a motion by Mike Hall, seconded by Dr. Anthony Sharp, the minutes from the February 19, 2019 meeting were approved with the correction that Bob Phippen, not Bob Woodard recused himself from voting on the vending machine contract.*

VI. APPOINTMENT TO THE BOARD

Cecil Perry was sworn into the Oath of Office by the Honorable Eula Reid.

VII. SYSTEM OFFICE PRESENTATION

Jennifer Haygood from the North Carolina Community College System Office gave a presentation to the board via video conference on the process and State Board of Community Colleges Code guidelines for selecting a new President.

VIII. DARE CAMPUS PRESENTATION

Bob Woodard asked the board for time on this meeting's agenda to share with them a presentation that he has been making around Dare County to promote COA and show Dare County residents the value that COA has to offer. Bob Woodard gave a PowerPoint presentation that highlighted COA, many of the programs offered at the Dare Campus, and the cost savings of completing 2-years at COA vs. some of the other major 4-year universities in the state. Mr. Woodard also highlighted how many of the programs that COA has to offer benefit the community and the employers in the area. The trustees thanked him for his enthusiasm and commented on the value that presentations like this could have for their own counties.

IX. COMMITTEE REPORTS

A. Finance Committee

David Harris presented the following items for action from the Finance Committee.

2019 Course Fee Requests were presented to the Board of Trustees for approval.

ACTION: *On a recommendation of the Finance Committee the 2019 Course Fee Requests were approved as presented.*

Budget Amendments: Three budget amendments were presented to the Board for approval. The first amendment was an annual amendment for state longevity. The second amendment was additional Basic Skills funding that will be used to purchase additional computer software for the program. The third amendment is for the Small College Prison Program. The funds for the Small College Prison Program will carry over to the FY19-20 since it was awarded late in the current fiscal year.

ACTION: *On a recommendation of the Finance Committee the Budget Amendments were approved as presented.*

Results of the Presidential Search Consultant RFP: Committee Chair David Harris reported that The Finance Committee called a special meeting on April 10, 2019 and reviewed all search consultant RFPs that were submitted. Two finalists were selected, Executive Leadership Associates and the Association of Community College Trustees. The Finance Committee reviewed those two proposals further and met again on April 16, 2019 to discuss and make a recommendation to the Board. During the meeting on April 16, 2019, the committee voted and passed the motion to bring the Association of Community College Trustees (ACCT) as their recommendation to the Board of Trustees. Kennon Briggs, who served as interim President during the Presidential search in 2014, is a search consultant for ACCT and will serve as COA's search consultant for this search. The committee feels that Mr. Briggs knows the college and community well and he will be able to provide services to COA's search that other consultants would not.

ACTION: *On a recommendation of the Finance Committee the selection of the Association of Community College Trustees to conduct the search for the 11th President of College of The Albemarle approved as presented.*

B. Policy and Planning Committee

Dr. Joe Peel presented the following items for action from the Policy, Planning and Student Success Committee.

Policy 6-1: Access to College Facilities: Revisions included the topic of children on campus for students, faculty, and staff. Students are not allowed to bring children with them while they attend their classes. Children may not be left unattended in vehicles or on campus at any time. Employees may bring children to the workplace for brief visits and not on a regular basis.

ACTION: *On a recommendation of the Policy, Planning, and Student Success Committee the changes to policy 6-1 were approved as presented.*

Policy 5-17: Faculty received two personal leave days per academic year to compensate for the required attendance at scheduled college professional development activities. Personal leave days for faculty may be approved provided that prior arrangements are made with the supervisor to have the class covered or modify the class schedule. The immediate supervisor and the Academic Dean must approve the Class Schedule Modification Form and Other Leave Form. The Vice President of Learning does not need to receive these forms. Upon approval, the Other Leave Form shall be forwarded to the Payroll Office.

ACTION: *On a recommendation of the Policy, Planning, and Student Success Committee the changes to policy 5-17 were approved as presented.*

Agribusiness Technology CCP/CTE Pathway (C15100H): This pathway would allow high school students who are dual enrolled to take Agribusiness classes. Without the creation of the pathway they would be unable to.

ACTION: *On a recommendation of the Policy, Planning, and Student Success Committee that the offering of a CCP/CTE pathway for Agribusiness Technology be added for the 2019-2020 academic year approved as presented.*

Cosmetology Certificate (C55140) termination: college recommends the deletion of the Cosmetology Certificate as it no longer serves the student's needs. The certificate requires a student to have a 6-month internship which students are unable to find.

ACTION: *On a recommendation of the Policy, Planning, and Student Success Committee that the offering of a certificate program in cosmetology be terminated and deleted for the 2019-2020 academic year.*

C. Buildings and Grounds Committee

Roger Lambertson presented the updated for the Building and Grounds Committee. There were no action item to come out of the committee meeting, it was an update only meeting. Mr. Lambertson reported that the meeting was a Hail and Farewell of sorts, it was Joe Turners last meeting and John Ives first meeting. Mr. Lambertson reported that the Library Ribbon Cutting ceremony was held April 4, 2019. The event was well attended.

X. PRESIDENT'S REPORT

A. SGA Update

Alicia Stokley provided the SGA report. She provided updates on all student events in January and February. She reported that there are currently 598 active club members.

B. Personnel Report

Dr. Wynegar presented the personnel report. Dr. Wynegar reported a few highlights. A new Director of Human Resources has been hired, Ella Fields-Bunch and Rachel Crane an instructor in the Nursing Program has submitted her resignation.

C. College Highlights

Dr. Wynegar reported that there are currently two bills in the Senate that could have an affect on the college. The first is Senate Bill 366, which would allow high school freshman and sophomore students to take college classes. The second is Senate Bill 295, which is a bill to help ease the restrictions on the current Residency Determination System known as RDS. It would allow students to use the fact that they graduated from a high school in North Carolina to show North Carolina residency.

Dr. Wynegar reported that the legislator is scheduled to role out it's budget plan the week of April 29th.

Gates County has submitted a letter of intent to open a Cooperative Innovation High School with a focus on the Career and Technical Education Programs. COA has been working with Gates County on this project.

The new system policy on multi-campus funding has been adopted and becomes effective May 1, 2019. The requirement for generating 300 FTE on campus will remain in effect. However, COA is exempt from this new policy by name.

D. Board of Trustees Foundation Nominee

The Board of Trustees have 2 seats on the Foundation Board of Directors. One of those seats is currently occupied by Dr. Travis Burke. His term expires at the end of the year; however, he has agreed to serve again if the Board has no objections. The Foundation voted in a meeting earlier in the day and approved Dr. Burke remaining on the Board.

ACTION: *On a motion by Paul O'Neal, seconded by Wallace Nelson, the recommendation that Dr. Travis Burke remain on the Foundation Board of Directors of a Trustees representative was approved as presented.*

XI. REPORT FROM THE CHAIR

Chairman Harris announced that Dr. Joe Peel, Patti Kersey, and Bob Woodard have been asked to serve on the Nominating Committee for the recommendation of the 2019-20 Officers.

President's Evaluation: The system office is requiring that an evaluation on Dr. Wynegar be completed for 2018-19. Renee Gladden will send the evaluation out with instruction and a deadline. Chairman Harris encouraged everyone to complete the evaluation.

Chairman Harris announced the Presidential Search Committee. The following will serve on the Presidential Search Committee: Marion Harris (Chair), Arty Tillett, Travis Burke, Tommy Fulcher, Patti Kersey, Paul O'Neal, Dr. Joe Peel, Jeffrey Carter, Lucretia White, Wanda Fletcher, Sherri May and a student representative to be named later.

XII. TRUSTEE COMMENTS

Travis Burke thanked everyone for a great meeting and complimented Mr. Woodard on a wonderful presentation.

Bob Phippen thanked Bob Woodard for his excellent presentation.

Graham Twine welcomed Mr. Perry to the Board.

Tommy Fulcher extended his congratulations to Mr. Perry and welcomed him to the Board. Mr. Fulcher also complimented Mr. Woodard, saying his passion for COA is infectious.

Wallace Nelson asked if Mr. Woodard's presentation could be modified for any trustee to present to their own community.

Patti Kersey shared Wallace's comment and would also like to have something similar to present to the community.

George Thomas told the rest of the Trustees that if they have had the opportunity to tour the Library, they should make some time to go over and check it out.

XIII. CLOSED SESSION

ACTION: *On a motion by Dr. Joe Peel, seconded by Wallace Nelson, 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 Paul O'Neal, seconded by Dr. Joe Peel, the Board of Trustees approved to come out of closed session.*

XIV. ADJOURN

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

Marion Harris, Jr., Chair

Dr. Robert Wynegar, President