

REGULAR MEETING MINUTES  
BOARD OF TRUSTEES  
COLLEGE OF THE ALBEMARLE  
Elizabeth City Campus  
April 17, 2018

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, April 17, 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>	Wallace Nelson
Marion Harris, <i>Vice Chair</i>	Dr. Joe Peel
Dr. Travis Burke	George Thomas
Tommy Fulcher	Arty Tillett
David Harris	Joe Winslow
Patti Kersey	Bob Woodard
Dr. Roger Lambertson	Lynori Griffin, <i>President, SGA</i>

ABSENT: Dr. Reide Corbett, Doug Gardner, Mike Hall, Coleen Santa Ana, and Graham Twine

STAFF: Dr. Robert Wynegar, Amy Alcocer, Wendy Brickhouse, Dr. Evonne Carter, Susan Gentry, Jenna Hatfield, Lynn Hurdle-Winslow, Alicia Stokley, Tim Sweeney, and Joe Turner

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

#### V. APPROVAL OF CONSENT AGENDA

Chairman O'Neal asked that the consent agenda be approved as presented.

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

#### VI. COMMITTEE REPORTS

##### A. Finance Committee

David Harris shared that there were no additional items requiring action from the Finance Committee. He referred to the minutes from the previous meeting and noted that the business office staff attended so that the committee could thank them for their work in contributing to an excellent audit report each year. The committee approved using the donation from Charles Ward's estate for furnishings/technology for the Library renovation. The college will also likely switch to NC Flex for employee benefits next year.

##### B. Policy and Planning Committee

Dr. Joe Peel asked the board to look at the minutes from last month's meeting and noted that a few items were approved under the consent agenda. The first action item to vote on was the recommendation to add the Career and College Promise (CCP) Pathway in Computer Integrated Machining.

**ACTION:** *On a recommendation by the Policy and Planning Committee, the Board of Trustees approved the addition of D50210H – CCP Pathway in Computer Integrated Machining – Diploma. Motion carried.*

Dr. Peel also asked for approval of the suspension of the Supply Chain Management and Distribution Management Certificate. Tommy Fulcher asked about the suspension process for a program. Dr. Wynegar responded that the suspension would be two years and the college could review the programs again at that time, if necessary. It is a smoother process to revive a suspended program than to halt a program completely.

**ACTION:** *On a recommendation by the Policy and Planning Committee, the Board of Trustees approved the suspension of A25620 – Supply Chain Management and C25620/C25620H – Distribution Management Certificate. Motion carried.*

##### C. Buildings and Grounds Committee

Dr. Roger Lambertson shared that there were no action items from the committee. The City is planning to

move forward with the paved parking lot for the Coast Guard Park on Riverside, near the college's boating classes, even though the monument was voted down by the board of commissioners. The committee recommended approval of JKF Architecture to move forward with the design of the vital records/maintenance building. Joe Turner received an estimate for the installation of the solar powered blue light call boxes on each campus and he will share that information in closed session.

## VIII. PRESIDENT'S REPORT

### A. SGA Update

Alicia Stokley, Coordinator of Student Life and Leadership, presented the latest SGA updates and provided each trustee with a pamphlet outlining the recent activities.

### B. Personnel Report

Dr. Wynegar asked trustees to review the changes in positions and updates on new positions being filled.

### C. College Highlights

Dr. Wynegar shared that there was a second round of interviews held for the Executive Director of the Foundation and a person should be hired soon.

The Performing Arts Center (PAC) Lobby renovation is complete and the college now has access to the building. Fencing has been set up around the Library as demolition has been ongoing. The construction phase of this project should be completed in December, but an additional two or three months will be needed for furnishings and technology to be installed.

There have been moves on the Chowan Campus and the staff is now in the portion of the campus that will be the permanent location. The Superintendent's office should move in soon. The Currituck project continues to move forward and the Dare task force recently held their last meeting. Staff will soon begin reviewing the list of programs that would be economically viable to offer.

Support letters for the Agribusiness program were sent with the proposal for the NC Community College System. SACS is currently looking at the proposal and the same person who reviewed the initial program proposal, under the Sustainable Agriculture title, is also reviewing the revised proposal.

Budget requests were sent to all the counties asking for funding for the next fiscal year. Requests to each county were the same as last year, except for Chowan. The funding request was less than the previous year since the college now occupies less of the building.

The YMCA at the Pines is planning to update the sign in front of the building to include the golf course and bistro, and it will also include the college's logo.

Dr. Wynegar provided the system office legislative priorities vetted by the NC Association of Community College Presidents, the NC Association of Community Colleges and the state board.

## IX. REPORT FROM THE CHAIR

Chairman O'Neal shared that he and Dr. Wynegar had been to county commissioner meetings in Currituck, Dare and Pasquotank. They will be visiting the rest of the counties soon, but first wanted to go to the ones that provide much of the funding to thank them for their continued support.

Dr. Wynegar shared that the Elizabeth City-Pasquotank Public Schools recently awarded the college with a meritorious service award, a business partner of the year award for the partnership with the early college, and a volunteer of the year award for the support of the tutoring program at Central Elementary School.

Chairman O'Neal reminded the board of the retreat on April 25 that would be held at the YMCA at the Pines.

## X. NOMINATING COMMITTEE

The board will nominate a new Chair and Vice Chair at the next scheduled meeting. Chairman O'Neal asked Patti Kersey, Dr. Joe Peel and Bob Woodard to serve as the nominating committee and to provide a recommendation to the full board in June.

## XI. TRUSTEE COMMENTS

Dr. Roger Lambertson said the annual report was very well written.

Joe Winslow thanked the college for the work it continues to do within the counties and the local school system and the opportunities provided to the local children.

Bob Woodard thanked Dr. Wynegar, Tim Sweeney and the rest of the college staff who participated on the Dare task force. He stated that the meetings were engaging and he hopes to discuss the facilities soon.

Dr. Joe Peel commented on an editorial that was recently in The Daily Advance about the south/rural areas not developing local talent. While our area is ahead of where it was 40 or 50 years ago, it is still behind where it should be. The college should continue to look for areas of growth in the economy to provide new skillsets for students.

Dr. Travis Burke said the legislative summit in Raleigh was informative. He shared that he serves on the board for the YMCA and the group is pleased with the partnership at the Pines.

George Thomas suggested the trustees who had not seen the Performing Arts Center lobby should take a look at it soon. Though the ramp was unable to be removed, it looks modern and overall, the space has a more professional feel.

## XI. CLOSED SESSION

**ACTION:** *The Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11 (a)(6) and (9) in order to discuss a confidential personnel matter and to discuss plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials*

*concerning actions to take or to be taken to respond to such activity. Motion approved.*

**ACTION:** *On a motion by George Thomas, seconded by Tommy Fulcher, the Board of Trustees approved to come out of closed session and back to regular session.*

XII. ADJOURN

With no other actions taken and no further business, the meeting adjourned at 6:57 p.m.

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S. Paul O'Neal, Chair

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Dr. Robert Wynegar, President