The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, April 19, 2016 at the Elizabeth City Campus, A Building Board Room. With a quorum present, Chair Marion Harris called the meeting to order. The following trustees were present:

Marion Harris, Chair
Paul O’Neal, Vice Chair
Dr. Kandi Deitemeyer, Secretary
Doug Gardner
Mike Hall
Warren Judge
Sally Francis Kehayes
Dr. Roger Lambertson
Dr. Ellis Lawrence

Don McCabe
Coleen Santa Ana
George Thomas
Arty Tillett
Graham Twine
Fletcher Willey
Joe Winslow
Matt Wood

ABSENT: Travis Burke, Charles Lacefield, Dr. Joe Peel

STAFF: Wendy Brickhouse, Dr. Evonne Carter, Susan Gentry, Renee Gladden, Lynn Hurdle-Winslow, Lisa Johnson, Charles Purser, Joe Turner
Andrea Dance, Robin Harris, Michelle Waters, and Lucretia Williams

OTHERS: Judge Eula Reid, Sandra Saltirova (SGA President) and The Daily Advance

I. CALL TO ORDER

Chairman Marion Harris called the meeting to order.

II. ETHICS STATEMENT

Chairman Harris asked the board members to read the Ethics Statement provided on the agenda. He asked all members to be aware of what it states in case of a potential conflict.

III. APPROVAL OF AGENDA

ACTION: On a motion by Warren Judge, seconded by Paul O’Neal, the agenda was approved as presented.

IV. APPROVAL OF MINUTES

ACTION: On a motion by Don McCabe, seconded by Dr. Roger Lambertson, the minutes from the February 16, 2016 meeting were approved as presented.
V. APPOINTMENTS TO THE BOARD

Judge Eula Reid was present at the meeting to swear in the new trustee, Coleen Santa Ana – appointed by the Governor and replaces Don Davis; and the reappointed trustees, Dr. Ellis Lawrence – reappointed by the Chowan County Commissioners and Graham Twine – reappointed by the Gates County Commissioners.

VI. CELEBRATIONS

Dr. Deitemeyer informed the Board that Stella Hatfield has been born. Jenna and Stella are doing well. She commended the staff at Sentara Albemarle Medical Center and the nursing students that they encountered during their stay for the excellent care.

Destination OBX was a success. Approximately 145-150 people attended the event. Friends were made and funds were raised for the COA Foundation.

Former COA students, Yulia Vozzhaeva who was accepted to Yale University on a full scholarship is now graduating in May.

A number of students attended an architectural design show in Chapel Hill, NC in February for the United States Green Build Council. They learned how to do green build design concepts and brought those ideas back to incorporate with Habitat for Humanity and give back to the community.

Over 100 students and their families have attended Open Houses at the Elizabeth City Campus and the Dare County Campus. Also about 100 students have visited the Regional Aviation and Technical Training Center in Currituck. Dr. Deitemeyer thanked everyone who made those events possible in order to transform the lives of individuals within our community.

VII. COMMITTEE REPORTS

A. Finance Committee

Doug Gardner presented the minutes and an update from the Finance Committee.

1. Budget Amendments included $4800 for unexpected rent.
2. Gov Ed TV - $1,000 appropriation for Gov Ed TV in Dare County. Additional letters have been sent to other counties within our service area.
3. College Residence – Reimbursement to resident for damaged personal property.
4. Library Renovation – State Bond funds to finish library renovation. The project will require $1,811,610 of bond funds to complete the $2,798,610 project.

FOR ACTION: On a recommendation by the Finance Committee, the Board of Trustees approved all items as presented.

B. Buildings and Grounds Committee

Dr. Roger Lambertson presented the minutes and an update from the Building and Grounds Committee.

1. Issue an RFP for an open-ended design agreement for architectural services.
2. Disposition of State Property (White Houses) on the Elizabeth City Campus – resolve disposition of state property as they are no longer viable for college use.

FOR ACTION: On a recommendation by the Buildings and Grounds Committee, the Board of Trustees approved all items as presented.
3. Dare Campus – Give the College President authority to enter into discussions with the Dare County Commissioners to formalize a long range plan for the college campuses in Dare

**FOR ACTION:**  *On a recommendation by the Buildings and Grounds Committee, the Board of Trustees approved giving the college president the authority to enter into conversations with the Dare County Commissioners in the coming months to formalize a long range plan for the college campuses in Dare.*

4. Edenton-Chowan Campus – Give the College President authority to enter into discussions with the Chowan County Commissioners to determine the future of the campus, its viability on the current footprint and its location.

**FOR ACTION:**  *On a recommendation by the Buildings and Grounds Committee, the Board of Trustees approved giving the college president the authority to enter into conversations with the Chowan County Commissioners in determining the future of the campus, its viability on the current footprint and its location, with a report due back at the August Board of Trustees meeting.*

C. Policy and Planning Committee

Don McCabe presented the minutes and an update from the Policy and Planning Committee.

1. Associate in Applied Science – Sustainable Agriculture Technology
2. Policy 1-9: College Governance
3. Policy 1-12: College Committee Structure
4. Policy 3-5: Continuing Education Internal Audit
5. Policy 5-14: Professional Travel
6. 2016-2021 Strategic Plan Initiatives

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

7. Name Change – Global Logistics and Distribution Management was renamed Supply Chain Management
8. Strategic Plan 2012-2015 Final Assessment

D. Finance and Buildings and Grounds Committee

Marion Harris presented the minutes and an update regarding the joint meeting of the Finance Committee and the Buildings and Grounds Committee.

1. 2016-17 Revised County Budget Requests
2. Transfer of Funds to the COA Foundation – Transfer of funds associated with Albemarle Health (SAMC) to the Foundation.

**FOR ACTION:**  *On a recommendation by the Finance Committee and the Buildings and Grounds Committee, the Board of Trustees approved all items as presented. Coleen Santa Ana excused herself from the vote since she is the CEO of Sentara Albemarle Medical Center (SAMC).*

3. NC Connect Bond Funds – Give the College President authority to enter in discussions with the Pasquotank County Commissioners and the Currituck County Commissioners regarding long term viability, future growth and campus improvements.

**FOR ACTION:**  *On a recommendation by the Finance Committee and the Buildings and Grounds Committee, the Board of Trustees approved giving the college president the authority to enter into conversations with the*
Currituck County Commissioners in the coming months to determine future growth and long term viability of the Regional Aviation and Technical Training Center.

FOR ACTION: On a recommendation by the Finance Committee and the Buildings and Grounds Committee, the Board of Trustees approved giving the college president the authority to enter into conversations with the Pasquotank County Commissioners in the coming months to determine a plan for campus improvements, including deferred maintenance, a plan for long term viability and future growth for the Elizabeth City Campus.

VIII. PRESIDENT’S REPORT

A. Student Government Association

SGA President, Sandra Saltirova, gave a report regarding all the events that have recently occurred on campus including International Week on the Dare County Campus.

B. Personnel Report

Dr. Deitemeyer shared the personnel report with the board.

C. President’s Annual Update

Dr. Deitemeyer presented the Board of Trustees with a copy of the President’s Annual Report which centers on Student Success and Enrollment Management, Community Development and External Relations, College Viability and Sustainability, and Leadership Development.

IX. REPORT FROM THE CHAIR

Chairman Harris read a letter from the State Ethics Commission regarding Coleen Santa Ana. She does not have a conflict of interest to prevent her from serving on the Board but should use caution when items relating to Sentara Albemarle Medical Center and the Northeast Academy for Aerospace and Advanced Technologies are presented to the Board. She serves as the President of Sentara Albemarle Medical Center and serves on the Board of Directors for the Northeast Academy for Aerospace and Advanced Technologies.

Recognition to Dr. Kandi Deitemeyer and Dr. Travis Burke for traveling and educating individuals about the NC Connect Bond. Passed in 99 of the 100 counties.

Nominating Committee for officers for next year. The Nominating Committee will consist of Dr. Joe Peel who will serve as Chair, George Thomas and Arty Tillett.

Time to evaluate the President and report to the State by June 30, 2016. It will be done electronically and will open on April 25, 2016 and close on May 13, 2016.

X. TRUSTEE COMMENTS

Dr. Roger Lambertson shared an article regarding a graduate, Tyler Kight, from the 1st class for Aviation Systems Technology and is now working for DRS Technologies.
Graham Twine thanked everyone for the cards after the loss of his brother. He attended school in 1975 and still looks back on his education and how College of The Albemarle gave him the opportunity to go to college and how he may not have if College of The Albemarle wasn’t available then.

Sally Francis Kehayes gave recognition to Wanda Fletcher, Director of Basic and Transitional Studies for being very friendly and helpful at an event in Chowan County.

Fletcher Willey shared that while he was unable to attend the ACCT Legislative Summit as planned his wife’s recent hospital stay was a positive experience, as three of her nurses were students of COA.

Coleen Santa Ana thanked everyone for her warm welcome to the Board of Trustees.

Matt Wood mentioned the Strategic Plan and that a matrix should be added to track the numbers.

Dr. Ellis Lawrence stated that COA is important to Chowan County and that the Commissioners are willing to put forth funding.

Fletcher Willey wants the Board of Trustees to get invested and write a personal check to the Foundation.

Doug Gardner states that we may need to meet more frequently than every 2 months due to the amount of work that is being brought before the Board.

Marion Harris stated that members should make their contribution to the Foundation prior to June 30th and last year there was 100% participation from the Board.

XI. ADJOURN

FOR ACTION: On a motion by Dr. Roger Lambertson, seconded by Marion Harris, the Board of Trustees meeting adjourned at 6:50 p.m.