

**MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
June 18, 2019**

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, June 18, 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., *Chair*
Arty Tillett, *Vice Chair*
Dr. Travis Burke
Dr. Reide Corbett
Tommy Fulcher
Mike Hall
David Harris
Dr. Roger Lambertson

Wallace Nelson
Dr. Joe Peel
Bob Pippen
Cecil Perry
Coleen Santa Ana
Dr. Anthony Sharp
Graham Twine

ABSENT: Patti Kersey, Paul O'Neal, George Thomas and Bob Woodard

STAFF: Dr. Robert Wynegar, Jenna Hatfield, Valerie Mueller, Evonne Carter, Lynn Hurdle-Winslow, John Ives, and Ella Fields-Bunch.

OTHERS: 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 led the Trustees in 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 today'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 requested a motion to approve the agenda as presented.

ACTION: *On a motion by Joe Peel, seconded by Wallace Nelson, the agenda was approved as presented.*

V. APPROVAL OF MINUTES

Chairman Harris requested a motion to approve the minutes from the last regularly scheduled Board of Trustees meeting, held on April 16, 2019 and special called meeting held on May 28, 2019.

ACTION: *On a motion by Graham Twine, seconded by Dr. Anthony Sharp, the minutes from the last regularly scheduled Board of Trustees meeting, held on April 16, 2019 and special called meeting held on May 28, 2019 were approved as presented.*

VI. COMMITTEE REPORTS

A. Finance Committee

David Harris reported to the Board that the Finance Committee is making the recommendation to approve the request to pursue grant funding from the Golden Leaf Foundation to replace and upgrade equipment for the Computer Integrated Machining Program. The grant request is a \$100,000 grant application with a \$50,000 college match.

ACTION: *On the recommendation of the Finance Committee, the Board of Trustees approved the request to pursue a grant funding request from the Golden Leaf Foundation to purchase and update equipment for the Computer Integrated Machining Program as presented.*

David Harris reported to the Board that the Finance Committee is making the recommendation to approve the proposed 2019-2020 Government Education Access Channel Budget. Mr. Harris stated that there were no changes in the funding amount, the request was for \$1,000 as it has been in past years.

ACTION: *On the recommendation of the Finance Committee, the Board of Trustees approved the 2019-2020 Government Education Access Channels Proposed Budget as presented.*

B. Policy, Planning and Student Success

No meeting of the Policy, Planning, and Student Success Committee was held this session, so no update was provided.

C. Building and Grounds Committee

Roger Lambertson reported that the Building and Grounds Committee met May 23, 2019. There were no action item that came out of that meeting, but did provide updates on ongoing projects. Dr. Lambertson reported that one of the college's ongoing projects is to replace the fence on the north side of the property, adjacent to the YMCA, at the direction of the Elizabeth City Code Enforcement Office. The fence separates the college from the residential area next to the college and the fence provides a barrier. The fence has become dilapidated and is falling down. It has also become a code violation.

Dr. Lambertson also informed the Board that the current projected ground breaking for the new Currituck Public Safety Complex and Training Center is early fall, possibly late September or early October.

Dr. Lambertson reported to the Board that the Building and Grounds Committee is looking into the possibility of renaming the Regional Aviation and Technical Training Center to better reflect its Currituck location. The committee is putting together a campus naming nomenclature so that all campuses have a similar naming structure.

VII. PRESIDENT'S REPORT

A. Personnel Report

Dr. Wynegar presented the June personnel report noting one exception to the report. The position of Administrative Services Manager, under the Vacancies section, has been filled as of June 17, 2019.

B. Employee Request for Educational Leave of Absence w/ Pay

Dr. Wynegar informed the Board that an employee has put in a request for an Education Leave of Absences with Pay under Policy 5-16 to complete a week long on-campus residency as a part of her doctoral program. Mrs. Hewitt is completing her doctoral program at Regent University. Mrs. Hewitt currently services as the college's Director of Advising and Student Success.

ACTION: *On the recommendation of the President, the Board of Trustees approved Eushekia Hewitt's request for an Educational Leave of Absences with Pay from July 8-11, 2019 to complete an on-campus residency as part of her doctoral program course work as presented.*

C. College Highlights

Dr. Wynegar shared details with the Board regarding a Strategic Plan goal that was recently met. The goal is in association with area 1.2 Faculty/Staff Retention. The college's 3-year faculty/staff retention rate is now 83%, up from 72% three years ago.

Dr. Wynegar announced that Robin Zinsmeister and Dr. Carter are working to bring options for a CDL program to the college and he expects that something will be taken to the Policy, Planning, and Student Success Committee next month.

Dr. Wynegar also reported that he met with Dr. Twiford last week and provided him with an update so that he would be well equipped to start his first day.

VIII. REPORT FROM THE CHAIR

Chairman Harris reported that he has a couple of items that he is going to ask the Policy, Planning, and Student Success Committee to take a look at including: adjusting the by-laws to reflect the change in State Board Code to elected new Board officers after July 1st, the President's evaluation instrument for annual evaluations, and Mr. Hall has expressed an interest how member of the Board of Trustees are appointed. Chairman Harris would like the Policy, Planning, Student Success Committee to review Mr. Hall's request and go from there.

IX. TRUSTEE COMMENTS

Dr. Reide Corbett commented on how important the connection between community colleges and the universities is. He asked how the college markets these relationships to students and if there is information available on them. Chairman Harris asked Dr. Carter to give a report about the transfer programs and partnerships that are available at the next Board meeting.

Bob Phippen thanked Dr. Wynegar for his service to the college the last 2 years..

Mike Hall thanked Dr. Wynegar for the many memories and wished him well in the future.

Graham Twine commented that he was real proud to read about the 3 Gates County graduates in the paper.

Dr. Sharp wished Dr. Wynegar well in his next endeavor. He also commented on how nice an event the graduation ceremony was.

Dr. Travis Burke thanked Dr. Wynegar for his service.

Wallace Nelson thanked Dr. Wynegar for his service to the college. He also noted that Perquimans High School had 9 CCP graduates. One of which received a full ride to Duke.

Coleen Santa Ana expressed that she really enjoyed getting to know everyone on the Board.

Tommy Fulcher thanked Dr. Wynegar for his service to College of the Albemarle.

Dr. Roger Lambertson thanked Lyndasu for all of her hard work with the Alumni Connect project.

Arty Tillett thanked both Dr. Wynegar and Coleen Santa Ana for their service to the college.

X. CLOSED SESSION

ACTION: *On a motion by Dr. Travis Burke, seconded by Mike Hall, the Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11 (a)(6) in order to discuss a confidential personnel matter.*

ACTION: *On a motion by David Harris, seconded by Dr. Roger Lambertson, the Board of Trustees approved to come out of closed session.*

XI. ADJOURN

With no further business, the meeting adjourned at 6:15 p.m.

Marion Harris, Jr., Chair

Dr. Robert Wynegar, President