

REGULAR MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
June 19, 2018

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, June 19, 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>	Dr. Roger Lambertson
Marion Harris, <i>Vice Chair</i>	Wallace Nelson
Dr. Travis Burke	Dr. Joe Peel
Dr. Reide Corbett	Coleen Santa Ana
Tommy Fulcher	George Thomas
Doug Gardner	Arty Tillet
Mike Hall	Joe Winslow
David Harris	Bob Woodard
Patti Kersey	

ABSENT: Graham Twine

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

OTHERS: Mary Helen Goodloe-Murphy, Reggie Ponder, Lyndasu Wynegar

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 Bob Woodard.

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

Doug Gardner explained that any action items were approved under the consent agenda. The minutes of the May 22 meeting were provided for review. Under the consent agenda, the board approved a new audit firm for the upcoming year and a small budget amendment for customized training with Hoffer Flow.

B. Policy and Planning Committee

Dr. Joe Peel asked the board to review the minutes from May 23. All items discussed in the committee were approved under the consent agenda.

C. Buildings and Grounds Committee

Dr. Roger Lambertson said that the committee had no action items, but there was discussion regarding the budget of the maintenance/vital records building. The committee asked Joe Turner, Chief Operations Officer, to negotiate with the architect on a building with a \$1.4 million budget instead of \$1.3 million budget, in order to get closer to the 8,000 square foot building size that was initially proposed. The NCCCS 3-1 paperwork would be amended to reflect the increase in the budget. The increase in funds would not affect any county dollars and are available from bond funds that have not been tapped for another project. The state board did not meet in June, so the paperwork should be approved at the next meeting. The state construction office would then begin negotiations with the architect firm, JKF Architecture.

Chairman O'Neal asked the board vote on the additional \$100,000 in bond funds identified for the building.

ACTION: *On a motion by Dr. Roger Lambertson, seconded by Dr. Travis Burke, the Board of Trustees approved of the additional \$100,000 in available bond funds for the maintenance/vital records building.*

Dr. Lambertson mentioned that Performing Arts Center lobby was open and the renovation turned out nicely. Joe Turner shared that the Library renovation is past the 50% completion point.

VII. PRESIDENT'S REPORT

A. SGA Update

Alicia Stokley, Coordinator of Student Life and Leadership, provided the board members with a handout detailing the Student Government Association's (SGA) most recent activities. During the 2017-18 academic year, the SGA solely put together 85 events at the college. SGA is continuing to grow and the Facebook page is being revamped for the upcoming school year. Chairman O'Neal thanked Ms. Stokley for the report and the leadership she provides the students.

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 explained that while the state budget has yet to be finalized, the college anticipates a slight increase, attributed to the FTE earned in the last year. Funding for Basic and Transitional Studies will be different in that the college will be competing for funding with the rest of the community colleges in the state. FTE was up by 3.5% at the end of the spring semester. While there are fewer students essentially, the students are taking more classes. Registration for the fall semester is ongoing and the college is projecting 150 more students than last year at this time.

The Dare task force recently completed their meetings and presented to the Dare County Commissioners. The academic team started reviewing potential programs requested to see what would be needed at the new facility, (i.e. faculty, lab spaces, and classroom spaces). The house bill allowing use of local bond funds has not been passed yet.

The timeline for the new building at RATTC has not changed. Mike Hall commented that everything is still on track.

The committee for the commencement held in May of each year is looking at a way to better provide for graduates and their families. The committee is looking at having two graduation ceremonies in the future so that more seating will be available for guests of the graduates.

Dr. Wynegar recently sign a co-enrollment agreement with East Carolina University. The agreement gives students who are eventually planning to attend East Carolina an opportunity to receive advising from the university while they are still attending COA. Those students will also receive an East Carolina student ID and will be able to attend athletic events.

Dr. Wynegar introduced Bonnye Hart in the audience. Ms. Hart has been hired as the Executive Director of the Foundation. She stated she was excited to be at the college and looked forward to working with the board.

The Buildings and Grounds Committee will meet one week ahead of schedule, on July 19 at 8:00 a.m., due to the NC Association of Community College Presidents meeting being held July 25-27.

Dr. Wynegar gave an update on the Senate Bill 420. The state board currently gives assistance to local boards, but an amendment is being added to the bill that changes the timeline for when elections occur. If the Governor approves, then the board will have to wait until after July 1 each year to approve nominations from the nominating committee.

D. Alumni Connect and Presentation

Amy Alcocer and Dr. Lyndasu Wynegar presented on the alumni outreach visits that they have been conducting. Dr. Wynegar explained that when her husband was hired as President of COA, she wanted to be an active part of COA, as well. Presently, there is not a functional alumni association at the college, so when Mrs. Alcocer was hired as Public Information Officer, she and Dr. Wynegar worked on this initiative to connect with alumni. The pair has gone to many local businesses to connect with alumni that they knew had graduated from the college, but many of these visits have produced additional employees that either attended or had graduated from COA.

Mrs. Alcocer explained that part of the success of this initiative includes board participation. She presented a friendly competition among board members; providing ways each trustee can easily spread the word about COA. A handout was provided that provided examples of what trustees could do while out in the community. Trustees were asked to keep track of participation and at the end of the year, points for each item would be calculated to determine the "Trustee of the Year". Mrs. Alcocer also provided board members with an envelope that contained an alumni connect card with COA lapel pins. If a trustee goes into a place of business and finds out that a graduate of COA is employed there, they are encouraged to give the graduate a lapel pin and have them fill out the card with their contact information.

There will be a social at the president's house in December that will include alumni met during the connect events, the Board of Trustees and the Foundation Board of Directors. In January of 2019, the initiative will be handed over to the Foundation to begin an alumni chapter.

Chairman O'Neal stated that the effort was much appreciated and the board will look forward to a healthy competition.

VIII. REPORT FROM THE CHAIR

Chairman O'Neal shared that the Board of Education for Elizabeth City-Pasquotank Public Schools was reappointing George Thomas to another four year term.

As it was Chairman O'Neal's last meeting serving as Chair, he reflected on some of the items that the board had accomplished in the last two years. He said it was an honor and a privilege to serve with the trustees and he thanked them the hours of work they have completed by attending meetings and advocating for the college. Chairman O'Neal also thanked Dr. Wynegar and the staff at COA for being at meetings, events and functions, and putting in the effort to make COA a great institution.

Chairman O'Neal and Dr. Wynegar presented a certificate of appreciation to Doug Gardner, who had served on the board since 2007. They thanked him for his faithful service and dedication to the college. Mr. Gardner said he will miss serving on the Board of Trustees, but will still be involved with the college by continuing to serve on the Foundation Board of Directors.

IX. NOMINATING COMMITTEE

Dr. Joe Peel said the Nominating Committee, consisting of Patti Kersey, Bob Woodard and himself, recommended Marion Harris to serve as Chair and Arty Tillett to serve as Vice Chair for the 2018-19 year. With no other nominations, the following action was taken.

ACTION: *The Board of Trustees approved the recommendation by the Nominating Committee as presented.*

Dr. Wynegar thanked Chairman O’Neal for his dedication to the board and presented him with an engraved gavel to commemorate his two years serving as Chair.

X. TRUSTEE COMMENTS

Arty Tillett, David Harris and Patti Kersey thanked Chairman O’Neal for his service.

Tommy Fulcher congratulated Marion Harris and Mr. Tillett on their appointments. He commended Doug Gardner for being a great advocate of COA.

Mike Hall thanked Chairman O’Neal for his leadership.

Coleen Santa Ana provided sentiments to the newly appointed officers and thanked Mr. Gardner for his service. Dr. Travis Burke provided similar comments.

Bob Woodard said it had been a pleasure to work with Chairman O’Neal on two different boards and thanked Mr. Gardner for his service. He stated that, on behalf of Dare County, he is really excited about the work around the new campus there. He thanked Dr. Wynegar and staff for being present at the task force meetings and for working on the recommendations made.

Dr. Peel stated that he has enjoyed serving under Chairman O’Neal’s leadership and will miss having Mr. Gardner on the board, as he has been a powerful advocate of the college. He congratulated Mr. Tillett and said he was excited to nominate Marion Harris for a job as Mr. Harris nominated Dr. Peel for a position over 20 years ago. George Thomas concurred with Dr. Peel’s statements.

Mr. Gardner thanked all for the kind remarks and for the leadership Chairman O’Neal provided.

Marion Harris thanked the board for the opportunity to serve as chairman and said the board will continue to move forward with accomplishing goals in the upcoming year.

XI. CLOSED SESSION

ACTION: *On a motion by Dr. Joe Peel, seconded by Arty Tillett, 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 George Thomas, seconded by Doug Gardner, 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 7:16 p.m.

S. Paul O’Neal, Chair

Dr. Robert Wynegar, President