

REGULAR MEETING MINUTES  
BOARD OF TRUSTEES  
COLLEGE OF THE ALBEMARLE  
Elizabeth City Campus  
June 21, 2016

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, June 21, 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:

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|---------------------------------|------------------|
| Marion Harris, <i>Chair</i>     | Dr. Joe Peel     |
| Paul O'Neal, <i>Vice Chair</i>  | Coleen Santa Ana |
| Dr. Kandi Deitemeyer, Secretary | Arty Tillett     |
| Dr. Travis Burke                | Graham Twine     |
| Doug Gardner                    | Fletcher Willey  |
| Sally Francis Kehayes           |                  |
| Charles Lacefield               |                  |
| Dr. Roger Lambertson            |                  |

ABSENT: Mike Hall, Warren Judge, Dr. Ellis Lawrence, Don McCabe, George Thomas, Joe Winslow, and Matt Wood

STAFF Wendy Brickhouse, Lisa Johnson, Charles Purser, Joe Turner and John Leidy, College Attorney

OTHERS: Michelle Askew, and Sandra Saltirova (SGA President)

#### 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 Arty Tillett, seconded by Dr. Roger Lambertson, the agenda was approved as presented.***

#### IV. APPROVAL OF MINUTES

**ACTION: *On a motion by Graham Twine, seconded by Dr. Joe Peel, the minutes from the April 19, 2016 meeting were approved as presented.***

#### V. APPOINTMENTS TO THE BOARD

Michelle Askew, Notary Public was present at the meeting to swear in the reappointed trustees, S. Paul O’Neal – reappointed by the Governor and Dr. Travis Burke – reappointed by the Elizabeth City – Pasquotank County Board of Education.

VI. CELEBRATIONS

Lisa Johnson, Executive Director of Foundation and Development stated that the College’s new website will launch on June 22. The site will switch over at 10:00 a.m. The new site uses “everyday wording” vs. “college wording”. It is designed for the external community. Special thank you to Vision Point.

VII. COMMITTEE REPORTS

A. Finance Committee

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

1. Budget Amendments as of March 21, 2016.

***FOR ACTION: On a recommendation by the Finance Committee, the Board of Trustees approved the budget amendments as of March 21, 2016 as presented.***

2. Performing Arts Center – Met with the architect. Renovation of bathroom, \$25,000 per bathroom with 17.5% AE fees and contingency. Total cost of project \$504,000. The college has \$148,482 in private funds, therefore it will require \$350,000 in bond funds. It would require 9 months to complete the project – 3 months for preparation and paperwork/permits and 6 months for renovation.

***FOR ACTION: On a recommendation by the Finance Committee, the Board of Trustees approved the Performing Arts Center project and financial obligations as presented.***

The Performing Arts Center and Library had private money set aside, but now that these two projects are approved the rest of the bond funding should be prioritized between campuses.

B. Buildings and Grounds Committee

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

1. RFP for an open-ended design agreement for architectural services less than \$300,000.

***FOR ACTION: On a recommendation by the Buildings and Grounds Committee, the Board of Trustees approved Boomerang Design for the open-ended design agreement for architectural services.***

C. Policy and Planning Committee

Dr. Joe Peel presented the minutes. The committee did not meet in May 2016.

VIII. PRESIDENT’S REPORT

A. Student Government Association

Dr. Deitemeyer thanks SGA President, Sandra Saltirova for her service as this will be her last meeting. She gave a report regarding the Spring Fling at all 4 campuses. This was one of the most successful years, especially at the Dare County Campus.

B. Personnel Report

Dr. Deitemeyer shared the personnel report with the board.

C. Holiday Schedule

Holiday Schedule is included for your information.

D. Other

Dr. Deitemeyer congratulated Arty Tillett on his new position with Dare County Schools. He will be leaving as principal of First Flight High School and will take over as the Director of Secondary Instruction for Dare County Schools.

David Harris has been appointed to the board by the Pasquotank County Commissioners. Matt Wood's term will end. He served on the Board for a very long time, 18-19 years, and he stated that he will attend the August Board of Trustees meeting.

Meetings with counties – Preliminary meeting in Dare County which went well but they asked that I think of some things and come back with thoughts. Chowan County is scheduled. Pasquotank County meeting went well and talked a lot about vision and the campus strategically with reconstructing buildings to make them program based. Meeting scheduled with Currituck County.

Summer enrollment was allowed to be expanded. The Career and College Promise enrollment increased from 35 to 200. Overall curriculum summer enrollment increased from 594 in Summer 2015 to 802 in Summer 2016.

IX. REPORT FROM THE CHAIR

A. Nominating Committee

Dr. Joe Peel presented the recommendation of the nominating committee as S. Paul O'Neal as the Chairman and Marion Harris as the Vice Chair.

***FOR ACTION: On a motion by Graham Twine, seconded by Charles Lacefield, the Board of Trustees approved the recommendation of the Nominating Committee.***

X. TRUSTEE COMMENTS

S. Paul O'Neal thanked Marion Harris for the job that he has done while serving as Chairman of the Board.

Dr. Deitemeyer presented Marion Harris with a College of The Albemarle jacket and a plaque that includes his graduation speech. He will be able to take his gavel with him at the end of the meeting.

Fletcher Willey apologized for being late due to a wreck.

Arty Tillett thanked Marion Harris for a great job and he has enjoyed working with him.

Coleen Santa Ana stated that a lot of new graduates have begun working at Sentara Albemarle Medical Center.

Sally Francis Kehayes spoke of Dr. Jackson, school superintendent and how he commended COA for Dr. Deitemeyer's comments regarding the Chowan County student in her welcome at graduation and he commended the COA for the workforce readiness program.

Doug Gardner stated the Chamber of Commerce has a new President who will be arriving soon.

Dr. Joe Peel thanked Marion Harris.

Graham Twine also thanked Marion Harris and wished him luck.

Dr. Lambertson informed the Board that Camden County has a new County Manager.

Marion Harris stated that he appreciated the opportunity to serve this Board of Trustees and that it has been an honor. He looks forward to serving more in the future. He has appreciated the help from others when he has asked for it and the Board is a good working team.

S. Paul O'Neal thanked the Board for their vote and nomination as the Chairman. He looks forward to working with everyone.

XI. CLOSED SESSION

**FOR ACTION:** *On a motion by Dr. Roger Lambertson, seconded by Dr. Joe Peel, the Board of Trustees go into closed session pursuant to NCGS 143-318-11(a)(6) to discuss a confidential personnel matter and NCGS 143-318-11 (a)(3) to confer with the College Attorney regarding a matter within the attorney-client privilege and to preserve that privilege.*

**FOR ACTION:** *On a motion by Dr. Roger Lambertson, seconded by Dr. Joe Peel, the Board of Trustees approved returning to open session.*

Upon returning from closed session, the following motion was made:

**FOR ACTION:** *On a motion by Arty Tillett, seconded by Graham Twine, the Board of Trustees fully support Dr. Kandi Deitemeyer as College of The Albemarle's President and her leadership.*

XI. ADJOURN

With no further business, the meeting adjourned at 7:56 p.m.

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Marion Harris, Chair

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Dr. Kandi W. Deitemeyer, Secretary