

**REGULAR MEETING MINUTES  
BOARD OF TRUSTEES  
COLLEGE OF THE ALBEMARLE  
Elizabeth City Campus  
August 15, 2017**

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, August 15, 2017 at the Elizabeth City Campus, A Building Board Room. With a quorum present, Vice Chairman Marion Harris called the meeting to order. The following trustees were present:

Marion Harris, <i>Vice Chair</i>	Coleen Santa Ana
Doug Gardner	George Thomas
Tommy Fulcher	Arty Tillett
Mike Hall	Graham Twine
Patti Kersey	Joe Winslow
Dr. Roger Lambertson	Bob Woodard
Dr. Joe Peel	

ABSENT: Dr. Travis Burke, David Harris, Don McCabe, and Paul O'Neal

STAFF: Dr. Robert Wynegar, Wendy Brickhouse, Dr. Evonne Carter, Susan Gentry, Jenna Hatfield, Lynn Hurdle-Winslow, Lisa Johnson, and Joe Turner

OTHERS: Wallace Nelson, Reggie Ponder (The Daily Advance)

#### I. CALL TO ORDER

Vice Chairman Marion Harris called the meeting to order.

#### II. PLEDGE OF ALLEGIANCE

Vice Chairman Harris asked everyone to stand for the pledge of allegiance.

Vice Chairman Harris welcomed trustees and staff to the meeting. He noted Mr. Wallace Nelson in the audience and explained that he would be joining the board once the ethics commission has approved his paperwork. He also thanked Judge Eula Reid for attending to provide the swearing in for appointments to the board.

#### III. ETHICS STATEMENT

Vice 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 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

Vice Chairman Harris asked that the trustees approve the agenda as presented.

**ACTION:** *On a motion by Arty Tillett, seconded by Dr. Roger Lambertson, the agenda was approved as presented. Motion carried.*

#### V. APPROVAL OF CONSENT AGENDA

Vice Chairman Harris asked that the trustees approve the consent agenda as presented.

**ACTION:** *On a motion by Doug Gardner, seconded by Dr. Roger Lambertson, the consent agenda was approved as presented.*

#### VI. APPOINTMENT TO THE BOARD

Judge Eula Reid read the oath of office to Tommy Fulcher, new trustee to the board appointed by the Governor's office.

#### VII. REAPPOINTMENTS TO THE BOARD

Judge Eula Reid read the oath of office to Dr. Roger Lambertson, Dr. Joe Peel and Joe Winslow who were all reappointed to serve another term on the board.

#### VIII. COMMITTEE REPORTS

##### A. Finance Committee

Doug Gardner asked trustees to review the minutes from the July 25 meeting and noted the estimated 2017-18 budget. There were no action items to bring forward to the board.

##### B. Policy and Planning Committee

Dr. Joe Peel discussed the new numbering scheme for the Policy and Procedures manual. It will be used to help reorganize and better track the policies in the future. Procedures will be separated from the policies so the actual policy will not have to be edited as much if a process or procedure changes. Policies discussed in committee were approved under the consent agenda and there were no additional action items to bring forward to the board.

C. Buildings and Grounds Committee

George Thomas asked the trustees to review the minutes from the previous meeting and said there were no other action items to report at the time. The committee approved the amendment of the Chowan Campus lease with the county that separates the D.F. Walker Building from the care of the college.

Mr. Thomas explained that the committee members took a tour of the college residence after their meeting. The residence is currently empty, but it is in good shape. The committee believes the college could use the residence, but unsure of how it should be used. The committee requests ideas from board members and they will revisit the topic at the September meeting.

IX. PRESIDENT'S REPORT

College Highlights

Dr. Wynegar shared that Convocation for faculty and staff was held the day before and students' first day of classes would be the next day.

Lynn Hurdle-Winslow, Vice President of Student Success and Enrollment Management, provided an enrollment report to the board. College enrollment is up at 2,425. The college is ahead of last year at the same time, as fall enrollment for 2016 was 2,404. She noted that it is important to track the Career and College Promise (CCP) students to see the difference in enrollment between the CCP students and the adult students.

There was discussion on enrollment numbers and retention, as well as what kind of reports could be provided to look at data differently. Ms. Hurdle-Winslow gave an update on the First in the World grant as the college just finished its first year of implementation. The AVISO software used to coincide with the grant helps to provide a proactive outreach effort to help struggling students get to graduation. Once the college completes its five year commitment to the grant, staff will continue with the success coach model, as they have received the training. Ms. Hurdle-Winslow also explained that the ten colleges using the model were recently evaluated and only three received scores of 28 or more. COA was one of the three colleges who achieved the high score. SSEM staff will continue working closely with students and using the model of advising and success coaching to implement throughout the college.

Dr. Evonne Carter, Vice President of Learning, provided updates from the department and shared with the board that the recent Associate Degree Nursing graduates received a 100% NCLEX passing rate.

Dr. Wynegar explained the lease for the Chowan County campus had recently been amended to exclude the college's use of the D. F. Walker Building, as discussed earlier in the Buildings and Grounds Committee report. The use of the gym on campus was also written into the lease, but the college does not need use of that facility either. The college attorney was looking into amending that section of the lease, too. Dr. Wynegar has been working with Chowan's superintendent to provide space for their administrative offices on campus and he stated that he will continue to work towards finding appropriate programs for that campus.

Joe Turner, Chief Operations Officer, shared that the Performing Arts Center lobby renovation was approved by the state construction office. Bids for the Library project will go out in mid-September.

Dr. Wynegar provided his goals for the upcoming year to the board, focusing on growth in facilities, student enrollment, and personal growth.

Lisa Johnson, Executive Director of Foundation and Development, provided an update on fundraising within the Foundation. She explained that the top two areas of giving are scholarships and funds raised for the annual events. Ms. Johnson also provided dates for upcoming fundraising events.

## **X. TRUSTEE COMMENTS**

Joe Winslow stated he is proud of the nursing program and all the courses at COA. He hopes to see more good news about the college out in the public and in the surrounding counties, too.

Tommy Fulcher shared it was a great honor to be appointed and sworn in to serve on the board. He commented that COA had a long tradition and deep history of serving the communities and people of Northeastern North Carolina and he looks forward to the opportunity to serve.

Dr. Joe Peel recently spoke with Ginger O'Neal, Director of the Small Business Center at the college, about how the area is growing with more commercial businesses, but managers tend to live outside of the community. He suggested potentially starting a program that could help build management and leadership skills so that minimum wage workers could be promoted from within to a managerial position.

Dr. Roger Lambertson urged the board to attend the college's theater performances that will be held at the New Community Church until the lobby renovation is complete. He also said the pinning ceremony at Berea Baptist Church was a great ceremony, culminating the hard work of the nursing students.

Vice Chairman Harris welcomed Tommy Fulcher to the board and thanked everyone for attending the meeting.

## **XI. ADJOURN**

With no further business, the Board of Trustees adjourned at 6:52 p.m.

---

Marion Harris, Vice Chair

---

Dr. Robert Wynegar, President