

REGULAR MEETING MINUTES
BOARD OF TRUSTEES
COLLEGE OF THE ALBEMARLE
Elizabeth City Campus
August 21, 2018

The College of The Albemarle Board of Trustees met at 5:30 p.m. on Tuesday, August 21, 2018 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. Reide Corbett
Tommy Fulcher
Mike Hall
David Harris
Patti Kersey

Dr. Roger Lambertson
Bob Pippen
Coleen Santa Ana
Dr. Anthony Sharp
George Thomas, Jr.
Graham Twine
Bob Woodard

ABSENT: Dr. Travis Burke, Wallace Nelson, Paul O’Neal, Dr. Joe Peel, and Joe Winslow

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

OTHERS: Robin Harris, John Leidy, Chris Robertson, Jeff Spear, Reporters from The Coastland Times and The Daily Advance

I. CALL TO ORDER

Chairman Harris called the meeting to order and welcomed everyone in attendance. He thanked Judge Eula Reid for attending the meeting to provide the oath of office to newly appointed trustees.

II. PLEDGE OF ALLEGIANCE

Chairman Harris asked everyone to stand for 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 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 Harris asked that the agenda for the meeting be approved. College attorney, John Leidy, asked that the authority to execute the document for the easement to the City of Elizabeth City be added to the agenda under "Chairman's Report".

ACTION: *On a motion by Dr. Roger Lambertson, seconded by Mike Hall, the amended agenda was approved as presented.*

V. APPROVAL OF MINUTES

Chairman Harris asked that the minutes from the last Board of Trustees meeting, held June 19, be approved.

ACTION: *On a motion by David Harris, seconded by Mike Hall, the minutes from June 19, 2018 were approved as presented.*

VI. APPOINTMENTS TO THE BOARD

Judge Eula Reid read the oath of office to Robert Pippen and Dr. Anthony Sharp, new trustees appointed to the board by the Pasquotank County Board of Commissioners. Chairman Harris read the letters into the record from the ethics commission that there were no conflicts of interest for Mr. Pippen and Dr. Sharp to serve on the board.

VII. REAPPOINTMENT TO THE BOARD

Judge Eula Reid read the oath of office to George Thomas who was reappointed to serve another term by the Elizabeth City-Pasquotank Public Schools Board of Education.

VIII. COMMITTEE REPORTS

A. Finance Committee

David Harris asked the committee to review the minutes from the July 24 meeting that had been provided in advance. The Finance Committee met prior to the board meeting to review the final state budget and recommend approval to the full board. Dr. Wynegar stated that the college would see an increase in state funds of over \$900,000. This increase is in part due to salary and in part due to benefits. The additional increase would be for operational costs. The recommendation was to provide employees with the greater of either a 2% raise or \$1,275. This would give the 2% raise to those on the upper end of the salary structure, but lower level employees would receive the \$1,275, which would come out slightly better than a 2% raise. The salary dollars provided by the state can only be used for a pay increase, so if colleges do not use the funds, they will lose them.

Dr. Anthony Sharp asked if this was the first raise in a period of time and how many people would be affected by the lower scale. Susan Gentry shared that most of the employees would receive the flat amount because they are on the lower scale and employees have received 2% or less in salary increases in

the last couple of years. About 19 employees would receive the 2% and the rest would receive the \$1,275. Faculty members are on a pay plan that aids in receiving a salary increase each year.

ACTION: On a recommendation by the Finance Committee, the Board of Trustees approved the state budget for 2018-19 as presented.

B. Policy and Planning Committee

Patti Kersey explained that the committee met on July 26 and that minutes had been provided to the board prior to the meeting. The Policy and Planning Committee recommended the approval of changes to Policies 1-1, 1-13 and 1-19, and the deletion of Policies 1-2, 1-3, 1-7 and 1-8, as these policies were narrative and historic in nature.

ACTION: On a recommendation by the Policy and Planning Committee, the Board of Trustees approved the policies as presented.

C. Buildings and Grounds Committee

George Thomas asked the trustees to review the minutes from July 19. Projects are moving on schedule and there were no action items to be voted on that time.

Dr. Roger Lambertson asked about the recent power outage to C Building and the cost of repairs. Dr. Wynegar informed the board that an electrician was able to reset the 50 year old breakers, instead of replacing them, as that could have taken 2-4 weeks to complete.

IX. PRESIDENT'S REPORT

A. SGA Update

Student events were occurring at the time of the meeting that hindered the SGA President to attend. An update will be provided at the October meeting.

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 shared that FTE was up about 3.4% last year from the previous school year. Curriculum enrollment was at 2,532 students at the time of the meeting; only five students less than where the college was at the end of the fall semester. The college still has several late starting classes that are being added and enrollment should be up for the fall.

To get the Ag Program started this semester, two adjunct instructors have been hired and the college will re-advertise the director's position well before the spring semester begins. There are currently nine students enrolled in the program.

The Foundation's largest gift so far this year has been a turbo prop, given by WM Jordan Construction Company, valued at \$360,000 and is being used by the Aviation program at RATTC. "Pork and Pearls

2.0” is scheduled for September 22 and information on the fundraiser was provided at each trustee’s seat. The fundraiser benefitting the Dare Campus, “Eat. Drink. Art” will be held on November 9. The Foundation’s audit would be held in the coming week.

Governor Cooper was on campus a few weeks prior to the meeting to present the Finish Line Grants program that allows each community college to work in conjunction with their local workforce development board to award funds for students in need. COA will ask for \$50,000 that the Northeastern Workforce Development board would control and disburse for student needs.

Golden LEAF Foundation was recently on campus to discuss funding in the coming year. One of the options the college could move forward with is applying for funds to move the Career and Technical Education (CTE) programs and renovate space for the programs. The Pasquotank County Board of Commissioners approved of the initial proposal. The next step would be for college staff to write a full grant proposal to submit to Golden LEAF. The proposal would include rearranging space in C Building to move CTE classrooms out of that building and into the second floor of FC Building. The IT programs would then be in one space and would then open up the classrooms in C Building that could provide space for the Ag Program. Once the Vital Records/Maintenance Building has been constructed, the Butler Building could potentially be renovated to provide a HVAC lab, similar to what is offered at the Edenton-Chowan Campus.

Another option suggested in the open proposal was for Health Sciences and their need for space for a simulation lab. The NC State Board of Nursing is requiring that Health Science programs across the state provide more simulation in their classes. The college’s simulation lab in Owens Center does not provide room for expansion as the Health Sciences programs continue to grow in student enrollment. The Golden LEAF funds available provide for renovation only, not new construction, so it could be an option to place a simulation lab in the college residence, as it is in a location close to the Owens Center. Dr. Wynegar said that he would discuss further after the conclusion of his report.

ECSU has approached us about a program at the Dare Campus, similar to the partnership that COA has with North Carolina Wesleyan. The bachelor’s degree programs that ECSU would offer, Social Work and Criminal Justice, would not compete with what NC Wesleyan is providing.

Dr. Wynegar asked staff to look at high schools in the area and to what students are saving for Career and College Promise (CCP). At Perquimans County High School, 88 CCP courses were being provided; 1,078 total credits. Families of the students at the one high school are saving over \$88,000. The value of the CCP Program is realized when savings are multiplied across the seven county service area.

D. Strategic Plan

During Convocation, each of the nine committees of the Strategic Plan met and discussed their goals. Dr. Wynegar talked with each committee and asked where they stood in the process and what the committees see happening in the coming year. Each area of the Strategic Plan has met their goals, except for one, and now the committees are delving into new goals for their particular area. There will be an update provided at the October board meeting.

E. Consultant Contract

The contract to engage Kennon Briggs, Independent Consultant, had expired in June. Chairman Harris presented to the board a revised contract to engage in services as needed through June 30, 2019. The

contract provided was the same as last year's contract and the college only pays for services rendered, at a per hour rate, not an annual fee. Dr. Wynegar and/or Chairman Harris would be the individuals to contact Mr. Briggs about any projects to work on for the college.

ACTION: *On a motion by Bob Pippen, seconded by David Harris, the consultant contract was approved as presented.*

Discussion followed about the college residence being used for a simulation lab. Stripping of materials from the house has not yet occurred, but some trustees expressed concern of the mold in the house over the years. Joe Turner explained that there were a handful of reports completed over the years by the mold expert and the substantial amount of mold was in the basement. The house itself contained mold consistent with any house located among trees, brought in on shoes from outdoors, or a pet that goes outside. The concern was if the mold could cause an issue with students participating in a lab there. A report will be provided at the next Buildings and Grounds Committee meeting that explains the mold levels in the house.

Dr. Lambertson asked if there were any other options for putting the simulation lab in another part of campus, as the hope would be to expand the Owens Center, but the Golden LEAF funds available wouldn't allow for new construction. Robin Harris, Dean, Health Sciences, explained that the lab would be on the first floor of the residence. A variety of options had been looked at across the college. College staff looked at space at the YMCA, which isn't available. Staff also looked at The YMCA at The Pines, but the ballroom is used for receptions and other rentals, so lab space there would not be the best option. Finally, staff discussed placing a modular unit on campus. The lab should have a realistic base to it and Dean Harris said there are parts that they are struggling with in simulation now. When the Owens Center was built, there wasn't such a focus on simulation in healthcare at the time. The programs have been using a closet model and over the last two years, closet space in the Practical Nursing Lab has been turned into a simulation booth. However, it is not meeting fidelity and is not a realistic lab.

Mr. Turner and Dean Harris have discussed renovation costs. Currently, students cannot have the simulation going on at the same time as the Associate Degree Nursing class instruction due to noise. Dean Harris said that the NC Board has given some leeway, but the college will need to provide more simulation for its programs in the near future.

Mr. Turner explained that the mold issue was addressed before in that the basement was sealed and there is now no access point in and out of the basement into the house anymore. The dehumidifier in the basement runs consistently, as well, but there is nothing stored in the basement currently and no students would be in the basement.

Chairman Harris asked for the timeframe to apply for the grant funds and Dr. Wynegar responded that proposals have an open deadline. The Buildings and Grounds Committee will get all information needed to make a decision at their September meeting and will present the recommendation to the full board at the October meeting. The board will determine if the house is a viable option for the simulation lab in the foreseeable future.

X. REPORT FROM THE CHAIR

Chairman Harris asked that Patti Kersey be appointed to the Foundation Board of Directors as the Board of Trustees' additional representative.

ACTION: *On a motion by Coleen Santa Ana, seconded by Tommy Fulcher, the Board of Trustees approved the appointment of Patti Kersey to the Foundation Board of Directors as presented.*

Chairman Harris reminded the board of the October 29 self-assessment presentation and asked that the trustees make every effort to attend. Chairman Harris and Dr. Wynegar attended the Pasquotank County Board of Commissioners meeting and spoke in support of the CAMA grant. \$80,000 in grant funds have been received for the boardwalk on campus and the commissioners will be applying for an additional \$80,000 in the upcoming year.

Chairman Harris asked for a motion to provide authorization to sign the document for the easement, which had been vetted by the college attorney, to allow the City of Elizabeth City to put in a paved parking lot for the Coast Guard Park.

ACTION: *On a motion by Arty Tillett, seconded by Dr. Anthony Sharp, the Board of Trustees approved the authorization of signing the easement documentation for the City as presented.*

XI. TRUSTEE COMMENTS

Trustees welcomed the newly appointed board members and reappointed trustee. Mr. Pippen and Dr. Sharp commented that they were looking forward to serving on the board.

Bob Woodard asked that Tim Sweeney, Dean, Dare Campus, present a brief video that highlighted the Welding Program at the Dare Campus. Mr. Woodard shared that there will be more videos to come and he will be going to the high schools in Dare, providing PowerPoint presentations and talking with students about attending COA.

XII. CLOSED SESSION

ACTION: *On a motion by Dr. Anthony Sharp, seconded by Mike Hall, the Board of Trustees approved to enter into closed session pursuant to NCGS 143-318.11 (a)(3) and (a)(6) in order to consult with the college attorney and preserve the attorney-client privilege and to discuss a confidential personnel matter.*

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

XIII. ADJOURN

With no actions taken and no further business, the meeting adjourned at 8:23 p.m.

Marion Harris, Jr., Chair

Dr. Robert Wynegar, President