

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Multipurpose Auditorium
March 21, 2016**

Members Present: Mr. Stephen Campbell
Mr. John Dancoff
Mr. Brett Keeter
Mr. Tom Keigher
Mr. Jim Ragan
Ms. May Gray Robinson
Ms. Patricia Rudisill, Secretary
Mr. James Smith, Chair
Mr. Randy Vinson
Dr. Jim Watson, Vice Chair
Ms. Mildred Brunt, SGA President

Dr. Patricia Skinner, President

Members Absent: Ms. Jennifer Davis
Sheriff Alan Cloninger
Judge Craig Collins
Mr. Ron Hovis

Others Present: Ms. Julia Allen, Dr. Don Ammons, Dr. Melissa Armstrong, Mr. Todd Baney, Mr. Patrick Boylan, Mr. Josh Crisp, Ms. Jenna Deal, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Ms. Ashley Hagler, Mr. Jonathan Hollifield, Ms. Teresa Hudspeth, Ms. Renita Johnson, Dr. Joe Keith, Ms. Chelsey King, Chief Billy Lytton, Ms. Cynthia McCrory, Ms. Jennifer Nichols, Dr. Silvia Patricia Rios Husain, Ms. Alisa Roy, Mr. Chris Sherman, Ms. Sandra Sleet, Ms. Becky Smykowski, Ms. Madison Staves, Ms. Janna Stover, Ms. Heather Woodson; and Mr. Carl Stewart, College Attorney.

- **Board Chair James Smith called the meeting to order at 4:05 p.m. and declared a quorum present.**
- **Invocation – Dr. Watson**
- **Ethics Awareness and Conflict of Interest Reminder**

Chair Smith reminded Trustees of the ethics requirements of public servants and also requested they identify any conflicts of interest or appearance of conflicts of interest present. None were identified.

A. APPROVAL OF THE AGENDA

Chair Smith asked if there were any changes, additions, or corrections to the agenda. None were identified. Chair Smith declared the agenda approved as distributed.

B. APPROVAL OF THE MINUTES FROM THE NOVEMBER 16, 2015, BOARD MEETING; FEBRUARY 19, 2016, CALLED BOARD MEETING; AND FEBRUARY 19, 2016, BOARD OF TRUSTEES RETREAT.

Chair Smith presented the Minutes of the November 16, 2015, Board Meeting; the Minutes of the February 19, 2016, Called Board Meeting; and the Minutes for the February 19, 2016, Board of Trustees Retreat; and asked if there were any additions or corrections. None were identified. Mr. Vinson made a motion to collectively approve the Minutes; Ms. Rudisill seconded the motion. The motion carried.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

- 1. Dr. Skinner welcomed Ms. Sherry Sherrill, Faculty Senate President; Ms. Jenna Deal, Staff Senate President; and Mr. Josh Crisp, who was filling in for Dr. McElhoe, to the meeting.**

Dr. Skinner introduced the following for Dr. McElhoe:

Ms. Teresa Hudspeth, Secretary-Occupational and Continuing Education/Small Business Center

Ms. Sandra Sleet, Coordinator-Business and Industry Training

Dr. Ammons introduced:

Mr. Jonathan Hollifield, Instructor-Civil Engineering Technology, 9-Month

Dr. Husain introduced:

Ms. Becky Smykowski, Student Affairs Specialist-Admissions and Counseling

- 2. Bellwether Award Congratulations**

On January 26, 2016, Gaston College won the Bellwether Award, in the Instructional Programming and Services category, at the annual policy summit of the Futures Assembly and Institute of Higher Education. The project the College presented for competition was titled, "It All Begins with a SPARC³: The Power of Inquiry and Undergraduate Research at the Community College". The acronym *SPARC³* stands for Stem, Persistence, and Retention via Curricula, Cohorts and Centralization. Chair Smith

and Dr. Skinner had invited the faculty and student presentation team to the Board meeting so the Board could relay their congratulations.

The presentation team, in its entirety, consisted of Dr. Melissa Armstrong, Chair of Science and Mathematics and Instructor Chemistry; Ms. Heather Woodson, Dean of Arts and Sciences; Ms. Ashley Hagler, Program Coordinator and Instructor Biology; three students, Ms. Chelsey King, Ms. Madison Staves, and Ms. Janna Stover; Mr. James Smith, Board Chair; and Dr. Skinner. Dr. Skinner introduced the team to the Board, commented on how proud she was of their work within the SPARC³ program, and then asked the students to each give their presentation as they did at the Futures Assembly summit. Their presentations were testimonies on what being selected and working within the SPARC³ program as a SPARC³ Scholar meant to them. Their testimonies spoke of the emotionally uplifting affect and scholastic achievement each experienced within the program.

A brief clip of the actual moment the College won the award was played for the Board. Also, the physical Bellwether Awards, one as a finalist and one as a Bellwether winner, and the 500-page binder of documents submitted in competition were on display. Dr. Skinner closed the presentation by thanking the Board for their support and encouragement when the College launches new educational initiatives where success isn't always predictable. Chair Smith also expressed his gratitude to the team for not only winning the Bellwether, but for what this program will mean to students across the country when the program is replicated.

3. Enrollment Update

Dr. Silvia Patricia Rios Husain came before the Board to relay information related to enrollment that the Board had requested at their Annual Board Retreat, on February 19, 2016. The College provided data about 1) the challenge the College has to maintain FTEs and enrollment, 2) what is happening across the State in regard to declining FTEs and enrollment, and 3) the direct effect of the programs in place to help students with completion and/or retention in their programs. A copy of Dr. Husain's PowerPoint presentation will be sent to the Board electronically and a hard copy kept with the minutes.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the November 16, 2015, Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- Career Coach Grant - Gaston College has been awarded a Career Coach Grant. Discussions with Lincoln and Gaston County Schools have taken place to work toward a May 1, 2016, start date.
- Connect NC Bond Committee and Charlotte Chamber of Commerce Meeting - On Thursday, January 14, 2016, the presidents of the local community colleges that are

part of the Charlotte Collaborative for a Global Economy were invited to discuss the Connect NC state bond campaign.

- Charlotte Regional Collaborative for a Global Economy - At the January 14, 2016, Global Vision Leaders meeting, an update on the Brookings Institute work on benchmarking our region's global assets, a report on the research regarding the region's skills gap, and a report on the economic development impact by each college were given.
- North Carolina Institute of Medicine (NCIOM) Board of Directors Meeting - At the January 19, 2016, NCIOM Meeting, updates from the Alzheimer's Disease and Related Dementia Task Force and the Mental Health and Substance Abuse Task Force were provided.
- Lincoln Economic Development Association (LEDA) Board Planning Retreat - The LEDA Annual Board Planning Retreat was held on January 20, 2016. The agenda covered a Year in Review, Strategic Objectives, and the 5-Year Capital Improvement Plan (CIP).
- Customized Training Program Meeting - On February 1, 2016, Mr. Don Huneycutt, Regional Director for NCWorks Customized Training asked to meet with Dr. Dennis McElhoe, Ms. Diane Metcalfe and Dr. Skinner to discuss Gaston College's current Customized Training program.
- Connect NC Bond Presentations - The Connect NC Bond Referendum went before voters in the March 2016 primary. The North Carolina Community College System will receive \$350 million to be shared among the 58 North Carolina community college campuses.
- Association of Community College Trustees (ACCT) Law/Legislative Summit - Chair Smith, Ms. Julia Allen and Dr. Skinner attended the ACCT Law/Legislative Summit in Washington, DC, February 8-11, 2016.
- North Carolina Association of Community College President's (NCACCP) Monthly Meeting - The February 17, 2016, NCACCP meeting covered several topics.
- DREAM Conference - The DREAM Conference, which is Achieving the Dream's annual institute on student success, took place February 23-26, 2016, in Atlanta, GA.
- Lincoln Campus Opportunity - Ms. Cynthia McCrory, Dean John McHugh, and Dr. Skinner met with the Lincoln County Manager, Mr. Kelly Atkins, on February 29, 2016, to discuss next year's Lincoln County budget. During the meeting, Mr. Atkins mentioned that, with the exception of the cafeteria space, the rest of the senior center space will be available by fall, 2016.
- Community Resource Fair - The Life Skills Department and Learning, Persistence, and Completion Center hosted a Community Resource Fair on Wednesday, March 9, 2016, from 9:00 a.m. to 12:00 noon at the Lincoln Campus.

- Article on the SPARC³ Program - Dr. Skinner distributed an article titled, "Building a STEM Program That Grows", by Sonya Stinson, which relayed the story of the inception and launch of the SPARC³ program culminating in the winning of the Bellwether Award.

1. President's Proposed Priorities

The President's Priorities are based on several benchmarks – the Strategic Plan, status of goals from the prior year, and goals the administration identifies to attain for the coming year. These goals are developed primarily by the Executive Council and other key staff at an annual Executive Council Leadership Retreat. The Board of Trustees reviewed the priorities proposed for 2016-2017 at the Board Retreat on February 19, 2016, and they were presented to the Board for adoption. The President's Priorities for 2016-2017 follow; each Priority was linked to the 2014-2019 Strategic Plan.

I. Continue to manage and execute the construction and equipping of the Center for Advanced Manufacturing (CAM).

Strategic Plan, Initiative V, Goals 15 and 16

II. Prepare for SACSCOC Fifth-Year Interim Report and Compliance Certification due September 15, 2017.

Strategic Plan, Initiative IV, Goal 10

III. Implement momentum-based strategies designed to improve student completion and increase FTE.

Strategic Plan, Initiative I, Goals 1, 2 and 3
Strategic Plan, Initiative II, Goals 4, 5 and 6
Strategic Plan, Initiative III, Goals 7 and 8
Strategic Plan, Initiative IV, Goals 12 and 14
Strategic Plan, Initiative VI, Goals 21 and 22

IV. Conduct analysis among regional business and industry to determine what additional training is needed to address workforce preparedness needs.

Strategic Plan, Initiative I, Goals 2 and 3
Strategic Plan, Initiative III, Goals 7 and 8
Strategic Plan, Initiative V, Goal 20

V. Continue to focus on accessibility of learning environments that serve the community.

Strategic Plan, Initiative I, Goals 1 and 3
Strategic Plan, Initiative II, Goal 4
Strategic Plan, Initiative IV, Goal 10

VI. Continue proactive efforts to maintain a secure campus environment.

Strategic Plan, Initiative V, Goal 18

Chair Smith entertained a motion by Mr. Keeter, seconded by Mr. Campbell that the Gaston College Board of Trustees approves the President's Priorities as submitted for 2016-2017. The motion carried.

2. Gaston College's Plan for Assuring Accountability and Credibility in Continuing Education.

As required by the North Carolina State Board of Community Colleges, the Gaston College Continuing Education Internal Audit was completed in accordance with the College's Internal Audit Plan for the period of January 1, 2015, to December 31, 2015. The Continuing Education Internal Audit was completed in accordance with Gaston College's Internal Audit Plan for Spring, Summer, and Fall Semesters 2015. This item is presented to the Board for information only.

E. SGA PRESIDENT'S REPORT

Ms. Blunt gave the following update on SGA activities since November 16, 2015. The report in its entirety is filed with the minutes.

- GC SWAG Leadership Academy - The Office of Student Activities implemented the GC SWAG Leadership Academy. SWAG stands for "Success While Achieving Greatness."
- Exam Survival Kit - During the end of the Fall Semester, SGA gave out an exam survival kit with study tips to students on all three campuses.
- Toys for Tots - SGA held a Toys for Tots drive from November 2, 2015, through December 11, 2015.
- Welcome Back - Welcome Back for the Spring Semester was celebrated on each of the three campuses during the day and evening; the theme was "Spring into a New Year."
- Go Red Day/Super Bowl Kickoff - The Faculty Senate, Staff Senate, and Student Government Association sponsored a Super Bowl 50 Kick-off Celebration on Friday, February 5, 2016, to show support for the Carolina Panthers.
- Club Awareness Day - SGA hosted Club Awareness Day on February 9, 2016, in the Myers Center Café. This year's theme was "Show Me the Money."
- Valentines for Vets - To provide more programming for veterans, SGA decided to participate in a community service project called *Valentines for Veterans*.
- American Red Cross Blood Drive - SGA hosted a campus blood drive with the American Red Cross on February 17, 2016.

- N4CSGA Western Division Meeting - Five SGA delegates attended the N4CSGA Western Division Meeting February 20, 2016, at Blue Ridge Community College.
- Student Leader Development Program - Ms. Mildred Brunt, SGA President, attended and graduated from the Student Leader Development Program (SLDP) during the Spring Mini-Workshop in Raleigh, NC, on March 11, 2016.
- Student Appreciation Week - SGA sponsored Student Appreciation Week on all three campuses.

F. CAMPUS AFFAIRS

1. Proposed Changes to Gaston College's Mission Statement

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) held their annual conference in December. The team from Gaston College that attended the conference learned that a college's Mission Statement should include a specific reference to access through e-Learning and Distance Education.

The following revised Mission Statement was recommended for Board consideration:

Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and **access to** lifelong learning through ~~high-caliber~~ **high-quality, flexible**, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

Upon a recommendation of the Campus Affairs Committee, Mr. Keigher moved that the Gaston College Board of Trustees approves the proposed changes to Gaston College's Mission Statement as presented. The motion carried.

2. Proposed Academic Policies

The academic policies submitted for Board approval were revised or developed in order to prepare for Gaston College's Fifth-Year Interim Report, which is part of the regional accreditation process with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The ten academic policies up for approval included: 1) Advanced Placement, 2) Career and Technical Education, 3) College Level Examination Program (CLEP), 4) Credit by Examination (CBE), 5) Determination of Credit Hours, 6) Distance Education, 7) Key Position Descriptions-Academic Affairs, 8) Official Publications, 9) SACS Policies and Substantive Change, and 10) Transfer of Credits.

Upon a recommendation of the Campus Affairs Committee, Mr. Keigher moved that the Gaston College Board of Trustees approves the proposed ten Academic policies as presented. The motion carried.

3. HR Policy Review Project – Group 2

This Information Item presented the twelve policies in Group 2 to the Board with the recommended changes as directed by the Campus Affairs Committee. Chair Smith thanked the Campus Affairs Committee, especially Policy Board Liaison, Mr. Ragan; College Attorney, Mr. Stewart; and Chief Administrative Officer, Mr. Baney for their work on these policies and the aforementioned Academic policies just approved.

G. FACILITIES

1. Facilities Master Plan

The Board of Trustees awarded ADW Architects the facility master plan design on June 22, 2015. The Facilities Master Plan Committee met on February 18 to discuss results and concepts with the architect. ADW also presented to the Board of Trustees on February 19 at the Board retreat.

The Facilities Master 5-year Plan identified four priorities:

- 1) New Veterinary Technology Building
- 2) New Data Center and Bookstore Addition/Renovations
- 3) Existing Lincoln Campus Updates/Expansion
- 4) Business and Criminal Justice Building

Other priority needs identified beyond the 5-year period are listed below:

- 1) Pedestrian connections
- 2) Additional science labs for Rauch Science and Fine Arts Building
- 3) New student services building
- 4) Future academic buildings
- 5) New parking areas
- 6) Future expansion on Kimbrell Campus

ADW attended the Facilities Committee meeting to answer questions.

Upon a recommendation from the Facilities Committee, Dr. Watson moved that the Gaston College Board of Trustees approves acceptance of the priorities as presented and Concept A and B as identified in the 2016 Facilities Master Plan. The motion carried.

2. Capital Reports

Monthly summaries of the capital reports were submitted for the Board's information and review. No action was required.

Center for Advanced Manufacturing (CAM)

The project is 7% completed. Due to weather delays, the contractor requested a 60-day extension. The site crew has been mobilized and clearing continues. Weather allowing, grading will begin.

Pharr Renovation and Expansion – Phase 2

The project is 58% complete and on schedule to be completed by June 2016. Demolition is complete. Masonry walls, sheetrock hanging and finishing, and plumbing and mechanical rough-ins are nearing completion. Electrical rough-ins are on-going. The project has experienced no delays.

Myers Center ADA Compliant Elevator

Project work began on February 10. Demolition is in process and barricade walls have been built. Vending and ATM have been relocated.

H. FINANCE

1. FY 2016-2017 Gaston County Operating Budget

The proposed FY 2016-17 Gaston County Operating Budget follows. This year's budget request is an increase of \$274,909 over the FY 2016-17 request.

Salary and Benefits - 2% increase	\$ 25,749
Salary and Benefits - staff additions	\$157,875
CAM utility and maintenance beginning January 2017	\$ 62,000
Campus Police minor equipment	\$ 19,000
Property insurance increase	\$ 8,710
Other operating expense increases	\$ 1,575
Total estimated increase	\$274,909

Staff changes include allocation of a portion of a senior administrator (\$13,134), addition of two clerical positions to campus police (\$73,403), addition of two campus police officers (\$108,571), and the addition of the CAM housekeeper starting in January of 2017 (\$20,231). The campus police clerical positions will be partially offset by a reduction in part-time campus police (-\$57,464).

The benefit expense increase reflects an anticipated 2% increase in health insurance, 1% increase in retirement, and benefit expenses for additional fulltime positions. The FY 2016-17 operating budget request for Gaston County totals \$5,102,988.

Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approves the proposed FY 2016-17 Gaston County operating budget request of \$5,102,988. The motion carried.

2. FY 2016-17 County Capital Project Budget

Attached is a copy of the proposed FY 2016-17 County Capital Project Budget along with future year projections. The attached capital budget for FY 2016-17 reflects a budget of \$1,065,000 for planned projects. The budget is subject to change due to any unforeseen maintenance expenses.

In June 2015, Gaston County Commissioners restored our on-going capital budget for FY 2015-16 to the historical level of \$697,259. The College maintains 34 buildings totaling 610,000 square feet and \$114.4 million of insurance value in Gaston County. The Center for Advanced Manufacturing will be added in January of 2017. The new building size is 21,200 square feet.

Also attached is the County Capital Five Year Budget Projection through FY 2020-2021. The FY 2016-17 County Capital Project Budget totals \$1,065,000.

Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approves the proposed FY 2016-17 County Capital Project Budget. The motion carried.

3. Change in Mileage Reimbursement

The North Carolina Community College System Office issued a memo on February 23, 2016, providing details of a policy change by the Office of State Budget and Management (OSBM) related to mileage reimbursement that applies to all state agencies including the community college system. A summary of pertinent sections of the memorandum follow:

When the Office of State Budget and Management (OSBM) released their annual mileage reimbursement rate memo in January, it not only communicated the change in the IRS Mileage Rate (to 0.54 per mile effective January 1, 2016) but also announced changes to the Travel Policies and Regulations section of the Budget Manual reflecting the new state term contract with private rental car companies. This change is in response to State Motor Pool operations being phased out in January 2016. (The phase out of the state motor pool impacts employees in and around Raleigh, but has no direct impact on Gaston College.)

As stated in 1H SBCCC 200.5 Expenditure of State Funds: Travel and Allowances, "State funds shall be expended for travel consistent with travel procedures prescribed by the Office of State Budget and Management in the State of North Carolina Budget Manual or a policy adopted by the college's board of trustees that is more restrictive..".

To comply with the Budget Manual, the following options and mileage reimbursement rates are available to colleges:

Vehicle usage 75 miles round trip or less:

- Use a college owned vehicle to maximize the usage.
- Use a rental car - utilizing State term contract through Enterprise Rent-A-Car, National Car Rental, or Hertz.
- If an employee elects to use a personal vehicle and the actual round trip mileage is 75 miles or less, actual mileage can be reimbursed using the IRS rate (54 cents) – or a rate adopted by the college's board of trustees that is more restrictive.

Vehicle usage over 75 miles round trip:

If the college is located in an area in which the State term contract with Enterprise Rent-A-Car, National Car Rental, or Hertz IS available (that would include Gaston College):

- Use a college owned vehicle to maximize the usage.
- Use a rental car – utilizing State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz.
- If an employee elects to use a personal vehicle and the actual round trip mileage is over 75 miles, actual mileage must be reimbursed no more than 34 cents per mile – or a rate adopted by the college's board of trustees that is more restrictive.

These changes must be incorporated into the college travel reimbursement process – effective April 1, 2016. To assist in the understanding and implementation of these changes please refer to the January 8, 2016, OSBM memo <http://www.osbm.nc.gov/library/2015-16-budget-memos> and State Term Contract 975 B Vehicle Rental Services <http://www.pandc.nc.gov/975b.pdf>. This policy change could result in some reduction to College travel expenses since the mileage reimbursement rate is reduced for trips greater than 75 miles roundtrip, but these savings may be offset by more employees renting cars for longer trips.

Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees accepts the mileage reimbursement guidelines as outlined by the Office of State Budget and Management, effective April 1, 2016, and adopts the annual IRS mileage rate as the maximum mileage rate for round trips less than 75 miles and the maximum rate allowed by the Office of State budget and Management for trips greater than 75 miles. The motion carried.

4. Supplemental State Budget Allocations

The following Supplemental State Budget Allocations were received after the FY 2015-2016 State budget was finalized:

#4	Customized Training Program (359)	\$ 14,101
	Customized Training (365)	\$ 149,691
	Longevity (220)	\$ 339,502
	Reversion 0.75% (220)	\$(225,364)
	Carryforward - Basic Skills (321)	\$ 25,000
	Carryforward - Performance Funding (220)	\$ 301,294
	Carry forward - Equipment (920)	\$ 17,527
	Total	\$ 621,751

5. Financial Reports

A summary of expenditures for FY 2015-16 year-to-date for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year was attached for the Board’s review and information.

I. REPORT FROM NCACCT

Mr. Vinson reminded trustees that the 2016 NCACCT Law/Legislative Summit was coming up April 20-22, 2016. The NCACCT has been working with the State Board, the NCACCP, and the NCCCS on which concerns will be brought to the legislature as priorities.

J. CHAIRMAN’S REPORT

Chair Smith reported a meeting with the College’s outside auditors took place December 9, 2015. The results of the audit report reflected that there were no findings; copies of the report were made available to Board Members at the meeting, and can be obtained through Ms. McCrory’s office.

A thank you card from Ms. Jean Groves Dixon, sister of Mr. Earl Groves, for flowers the Board of Trustees sent upon the death of Mr. Groves was read by Chair Smith.

Chair Smith reminded Trustees that SPARC3 cups and pens were available for them to pick up after the meeting.

The Ad Hoc Committee on Advocacy met prior to the Board meeting, and a report on that meeting will be brought to the Board at a later meeting.

K. ANNOUNCEMENTS/ADJOURNMENT

Chair Smith reviewed with the Board the list of upcoming meetings and events.

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Pat Rudisill, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)