

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
August 31, 2015**

Members Present: Mr. Stephen Campbell
Mr. Craig Collins
Mr. John Dancoff
Ms. Jennifer Davis
Mr. Brett Keeter
Mr. Jim Ragan
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: Sheriff Alan Cloninger
Mr. Ron Hovis
Mr. Tom Keigher
Ms. May Gray Robinson

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Todd Baney, Mr. Sam Buff, Ms. Marie Burleson, Mr. James Cantrell, Dean Virgil Cox, Mr. Josh Crisp, Ms. Jenna Deal, Ms. Lynn Dellinger, Ms. Mary Ellen Dillon, Ms. Michele Domenech, Ms. Lynda Ellington, Mr. John Erickson, Dr. Elizabeth Forgione-Barkas, Mr. Paul Gilles, Mr. Jeff Guzman, Ms. Emily Houser, Devon Jackson, Ms. Renita Johnson, Dr. Joe Keith, Dr. Virginie Maggiotti, Mr. Joshua Mays, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Rhonda McLean, Ms. Stephanie Michael Pickett, Mr. Damon Murray, Mr. Christopher Perkins, Dr. Silvia Patricia Rios Husain, Ms. Sherry Sherrill, Mr. Michael Sowell, Mr. Chris Thurley, Kelly Webb, Ms. Kimberly Wyont; and Mr. Carl Stewart, College Attorney.

- **Board Chair James Smith called the meeting to order at 4:00 p.m. and declared a quorum present.**
- **Invocation – Ms. Jennifer Davis**
- **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. The agenda was approved as distributed.

B. APPROVAL OF THE MINUTES FROM THE JUNE 22, 2015, BOARD MEETING.

Chair Smith presented the Minutes of the June 22, 2015, Board Meeting and asked if there were any additions or corrections. None were identified, Chair Smith declared the Board Minutes of June 22, 2015, approved as distributed.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

- 1. Dr. Skinner welcomed Ms. Jenna Deal, Staff Senate President and Ms. Sherry Sherrill, Faculty Senate President to the meeting.**

Dr. Skinner introduced:

Mr. Christopher Perkins, Product Development Specialist, Yarn Formation-Textile Technology

Dr. Ammons introduced:

Ms. Marie Bureson, Instructor-Mathematics/Physics

Ms. Michele Domenech, Instructor-English

Dr. Elizabeth Forgione-Barkas, Afternoon College Program Coordinator-Educational Partnerships

Mr. Paul Gilles, Instructor-Accounting

Mr. Jeff Guzman, Systems Technician-Engineering and Industrial Technologies

Dr. Virginie Maggiotti, Instructor-Chemistry

Mr. Joshua Mays, Instructor-Biology

Mr. Michael Sowell, Instructor-Business/Economics

Dr. Husain introduced:

Mr. Damon Murray, Counselor-Special Needs

- 2. Chair Smith congratulated Mr. Ron Hovis and Mr. Jim Ragan as Reappointed Trustees and welcomed New Board Trustee Mr. Craig Collins.**

3. Recognition of Service to the Board of Trustees, Ms. Rhonda McLean

Chair Smith invited Ms. Rhonda McLean, retiring trustee, to come forward and to be recognized for her service to the Gaston College Board of Trustees.

Ms. McLean was appointed by the Governor in 1999 to serve on the Gaston College Board of Trustees. She served four consecutive 4-year terms. Since her appointment in 1999, she served as a member of the Board's Campus Affairs Committee, four years as Committee Chair. Counting back to when she came to the Board of Trustees, approximately 80 policies and 36 new programs were reviewed through Campus Affairs.

During this time, she helped guide the College through important policy decisions related to Academic Forgiveness, Dual Enrollment Procedures, Electronic Signature, Employment Qualifications, Flexible Furlough Time, Local and System Level Prerequisites and Corequisites, President's Authority to Execute Contracts, Voluntary Shared Leave, No Weapons, Tobacco Free Campus, and a Computer Resources Acceptable Use Policy to name a few.

Ms. McLean was also involved in program approvals through the Campus Affairs Committee. Some of the early programs were Office Systems Technology, Accounting Certificates: Federal Income Tax and Computerized Accounting, Industrial Engineering Technology Diploma, Industrial Management Technology Diploma, Information Systems Security, and certificates in Mechanical Engineering and Electronics Engineering.

Some of the more recent programs approved through Campus Affairs included Health and Fitness Science, the Truck Driver Training Collaboration, Human Services Technology Degree, Cosmetology, Nuclear Technology, Associate Degree for Healthcare Business Informatics, Associate Degree programs in Manufacturing Technology and Associate in Engineering.

Ms. McLean attended numerous state NCACCT meetings and remains a member of the Gaston College Foundation Board of Directors until 2016. She also recently became a grandmother! McLean "Mac" Welsh Levy was born July 21.

Chair Smith relayed to Ms. McLean that her work helped provide stability to the College and student's access to programs of study that not only enhanced their lives, but the community's workforce. He thanked her for her leadership and guidance with the Campus Affairs Committee and her commitment and dedication to the Gaston College Board of Trustees. He then presented Ms. McLean with her clock.

4. TRiO-Student Support Services

Dr. Silvia Patricia Rios Husain, Vice President for Student Affairs; Mr. John Erickson, Director-Persistence and Retention; and Ms. Lynn Dellinger, Project Coordinator-TRiO Program, Persistence and Retention provided a presentation on TRiO Student Support Services. The TRiO program had been at the College for five years, and the College had

just received a grant for \$1.1 million to continue to serve Gaston College students for the next five years.

A PowerPoint presentation, by Mr. Erickson, detailed the purpose of the TRiO program, select facts about the program, and the programs objectives. Each objective of the program, with accompanying successful result statistics from the last five years, was relayed to the Board. TRiO is a one-stop shop where students can receive advising, financial aid, tutoring, peer mentors, career resources, and the development of students' Individual Success Portfolios (ISPs). An insight into the positive emotional impact of TRiO on students was given by Ms. Dellinger. Two students from the TRiO program, Mrs. Davon Jackson (a graduate of Human Services Technology) and Mr. Kelly Webb (a nursing student) gave testimony to what the program meant/means to them.

The program over the next five years will remain primarily the same, but subtle differences in how to communicate with students through the media, within the classroom with the use of facilitators to enhance discussions, and other engaged learning methods will be used.

Dr. Husain thanked the Board for their continued support of the TRiO program. Mr. Smith thanked the group for their dedication to the TRiO program, relayed that the results were impressive, and that the presentations by the students underscored the value of what student success really meant.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the June 22, 2015, Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- Summer 2015 State Policy Meeting - This year the Summer 2015 State Policy Meeting was held in Fort Lauderdale, FL, on July 14-15. Dr. Skinner was invited to attend and provide input about our success initiatives at Gaston College, particularly as they relate to Completion by Design.
- Lincoln Economic Development Association (LEDA) Meeting - On July 16, 2015, the LEDA meeting took place.
- North Carolina Association of Community College Presidents (NCACCP) Meeting - The quarterly meeting of the NCACCP was held in Asheville on July 22-24, 2015.
- Meeting with Dr. Bill Cook, Assistant Superintendent of Gaston County Schools - On July 30, 2015, Dr. Bill Cook and Dr. Skinner sat down to discuss ways Gaston College and Gaston County Schools (GCS) could work more closely together and collaborate in the future.
- Gaston Regional Chamber Government Affairs Meeting - At the Government Affairs Meeting on Friday, July 31, 2015, Dr. Skinner provided information about needed

funding for the CAM, the launch of Apprenticeship 321 and the companies involved, news about the various grants we have recently received, and a new initiative called NCWorks Certified Career Pathways.

- Gastonia Technical Park Summer 2015 Celebration by EDC - Gastonia Technical Park business partners, together with industry and community partners, gathered on August 5 to celebrate Summer 2015.
- Investment Taskforce Meeting - The Gaston County Board of Commissioners has formed a Taskforce to evaluate the best use for the reinvestment of the proceeds from the CaroMont Health Lease. A request was respectfully submitted for \$700,000 for equipment for the CAM.
- 2015 North Carolina Conference on Education - At the Conference on Education, on August 13, 2015, there was a dialogue from the education and business communities in our state.
- Career and Technical Education Oversight Committee Visit - A meeting took place August 24, 2015, from 2:00 – 4:00 p.m., with the Career and Technical Education Oversight Committee and Gaston College deans and directors who oversee Career and Technical Education programs.
- Visit to Johnson & Wales University - Dr. McElhoe, Mr. Rivers and Dr. Skinner were invited to visit Johnson & Wales University (JWU) on August 27, 2015, by Mr. Jeff Thomas, Chair of Business, at JWU. The group took a tour of the campus and discussed the entrepreneurship initiative Packard Place.
- North Carolina Institute of Medicine (NCIOM) Board of Directors Meeting - The NCIOM 2015 Annual Meeting took place on August 28, 2015, at the McKimmon Conference and Training Center on the NC State University campus.
- Forum on Global Leadership: What's at Stake for North Carolina? - Senator Thom Tillis and the US Global Leadership Coalition hosted a lunch and event titled, "Forum on Global Leadership: What's at Stake for North Carolina," on August 31, 2015.
- Apprenticeship 321 Kick-off – A handout was distributed on Apprenticeship 321 which is September 3, 2015, at 12:30 p.m., in the Myers Center Multipurpose Auditorium.
- Advocates for Opportunity President's Roundtable – This group comprises partners believing in the mission of Gaston College and contributing \$1,000 or more annually to the Fund for Gaston Annual Campaign. Trustees were encouraged to join.

E. SGA PRESIDENT'S REPORT

Ms. Blunt gave the following update on SGA activities since June 22, 2015. The report in its entirety is filed with the minutes.

- SGA Leadership Training - SGA Executive Board and Senators completed their leadership training.
- SGA's First Senate Meeting - SGA's first official meeting for the 2015-2016 academic year, took place on August 24, 2015.
- 10th Annual AMP Camp, 2015 - SGA went to AMP Camp, July 10 - 12, 2015.
- Welcome Back - Welcome Back Kimbrell was held on August 25, Welcome Back Dallas on August 26, and Welcome Back Lincoln on August 27.

F. CAMPUS AFFAIRS

1. Cooperative Innovative High School

Gaston College would like to partner with Lincoln County Schools to begin an Afternoon College (also referred to as a middle college). Students will remain at their home high school for half of their school day and then come to the College in the afternoon for college courses. Lincoln Afternoon College will run from grades 10-12/13.

There will need to be the typical investment in faculty (full-time and/or part-time) to launch the new program, but this cost will be recouped through FTE reimbursement. A cost was estimated at less than \$50,000. Fifty students are currently enrolled, and this number can grow to 400. Students from the four Lincoln high schools can apply to attend.

The application for the Cooperative Innovative High School is a means of applying for funding of up to \$300,000. This funding would be managed by Lincoln County and provide for student transportation and some needed labs.

Upon a recommendation of the Campus Affairs Committee, Mr. Smith moved that the Gaston College Board of Trustees approve partnering with Lincoln County Schools to begin the Lincoln Afternoon College. The motion carried.

2. Review of HR Policies – Group 1

This Information Item presented the ten policies in Group 1 to the Board with the recommended changes as directed by the Campus Affairs Committee.

G. FACILITIES

1. Duke Energy Enclosed Carport

Four of the six Duke Energy nuclear sites currently train at the College's Regional Emergency Services Training Center (RESTC). Gaston also conducts all six nuclear sites' initial fire brigade training. Duke Energy is currently requesting to erect and donate an enclosed carport. The purpose of the carport is to house a mobile breathing air

compressor owned by Duke. The structure will be built large enough to also house the College's mobile breathing air compressor. A letter from Duke Energy requesting the structure and explaining funding for the project was reviewed by the Board. The project is estimated at \$5,000, and Duke Energy will provide funding.

Upon a recommendation of the Facilities Committee, Dr. Watson moved that the Gaston College Board of Trustees approve Duke Energy's request to erect and donate an enclosed carport for the purpose of shared storage in the Regional Emergency Services area of the College. The motion carried.

2. 2015-2016 Proposed County Capital Priorities

The proposed county capital priorities for 2015-2016 are listed below.

2015-2016	Priority	Budget Amount	Source
Rauch Building Roof Replacement (lab section)		\$130,000	County Cap
Pharr Building Roof Replacement (section A2-A4)		\$170,000	County Cap
Myers Center Elevator Replacement (ADA)		\$300,000	County Cap
OSHA/ADA		\$15,000	County Cap
Energy Conservation		\$15,000	County Cap
Maintenance Reserve		\$67,259	County Cap
BUDGET YEAR TOTAL		<u>\$697,259</u>	County Cap

3. Gaston College Proposed Master Plan Process

The Board of Trustees awarded ADW Architects the facility master plan design on June 22, 2015. ADW met with the Executive Council on August 11, 2015, to discuss a course of action and proposed timeline for the project. Following is the proposed master plan process.

*Gaston College
Proposed Master Plan Process*

8-12-2015

ADW Architects met with the Executive Council on August 11 to establish a course of action and proposed timeline for the master plan process.

A critical component of the master plan will be identifying the prioritized program and service needs for the College over the next 5 – 10 years. Dr. Husain will lead the effort to identify and prioritize program needs. This process will involve both internal and external stakeholders, and all will have the opportunity to provide input, including college faculty, staff, students, Board of Trustees, Foundation Board of Directors, Textile Technology Advisory Board, representatives from Gaston and Lincoln County

governments and school districts, representatives from our business partners, and the community at large.

A smaller Master Plan Committee will then work with ADW as they consider program/service needs, determine building requirements to meet those needs, complete cost estimates and craft a master plan for review.

The Master Plan Committee will be composed of the President, the Vice Presidents, the Executive Director of the Foundation, the Chief Administrative Officer, representatives from the Board of Trustees, the SGA President, a representative from the Faculty and Staff Senates, and one Institutional Researcher.

Proposed timeline for the Master Plan process:

Sept. 24 (2:00 – 3:30) Master Plan Kickoff meeting – at scheduled Faculty Staff Meeting

Sept. 24 – Oct. 6 Online survey open for input

Vice Presidents and Chief Administrative Officer will meet with their respective divisions to determine program and service needs priorities

Student meetings facilitated by Dr. Husain

Oct. 6 Executive Council members will provide their division's input for identified program and service needs at the scheduled Executive Council meeting

Oct. 7 (7:30 am and Noon) External stakeholders meetings facilitated by Dr. McElhoe and Ms. Allen

Oct. 7 – Oct. 26 Dr. Husain will work with Institutional Researcher to summarize survey, divisional and external stakeholder input

Oct. 22 President's Cabinet Meeting – provide an update on Master Plan progress to the President's Cabinet

Oct. 27 (2:00-3:30) Discussion of program/service needs and priorities that have been identified with the Master Plan Committee & ADW Architects

Oct. 27 – Jan. 11 ADW will work with each Dean and Department Chair to determine specific space requirements for top program needs and will prepare master plan options to present to Master Plan Committee

- Jan. 12 (2:00-3:30) ADW will discuss master plan options with the Master Plan Committee*
- Jan. 29 Board of Trustees Retreat – ADW will present proposed Master Plan to the Board of Trustees*
- March 21 Board of Trustees votes on Master Plan*

4. Capital Reports

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

- Center for Advanced Manufacturing (CAM)
The Board of Trustees awarded the construction bid to Hickory Construction Company for \$4,601,200 on June 22. The Board of Trustees also approved using institutional funds for the additional funding requirement of \$701,200. The construction contract is currently under review by State Construction.
- Pharr Renovation and Expansion – Phase 2
The Board of Trustees awarded the construction bid to Hickory Construction for \$1,190,550 on June 22. The original project funding was by Foundation guarantee of \$1,275,000. The Board of Trustees approved additional \$140,550 required be funded from: technology fees for cabling and fire system (\$41,000), residual owner's reserve from Phase 1 (\$43,450), and county capital funds (\$56,100). The construction contract is currently under review by State Construction.

H. FINANCE

1. Change in Employee Dental Plan

The College has had a strong partnership with its benefits broker Mr. Rich Mellone and inSync Benefits for over 25 years. The College requested that Mr. Mellone investigate other dental insurance providers to offer the same plan design and level of benefits as the current plan.

The College plans to transition the administration of its dental plan to MetLife effective January 1, 2016. As part of the transition, MetLife will agree to maintain premiums for a period of two years with the current plan design remaining the same. The premiums quoted by MetLife are lower than the current premiums and would result in a cost savings for employees as follows:

Coverage	Current Monthly Premiums	New Monthly Premiums 1/1/16	Monthly Savings	Annual Savings
Individual	\$39.22	\$38.32	\$.90	\$10.80
Individual + Spouse	\$75.07	\$73.35	\$1.72	\$20.64
Individual + Child(ren)	\$84.11	\$82.18	\$1.93	\$23.16
Individual + Family	\$119.96	\$117.21	\$2.75	\$33.00

2. FY 2015-2016 State Budget Update

Dr. Skinner reviewed with the Board a status on the State Budget as of August 13, 2015. She added that a Continuing Resolution was extended to September 18, 2015.

3. State Bond Referendum Update

Dr. Skinner reviewed with the Board a status of the Bond Referendum as of August 13, 2015. Ms. McCrory added that the Senate will not take up the bond issue until work on the budget is complete.

4. 2014-2015 Education Program Audit

The final report for the 2014-2015 Education Program Audit was issued on July 22, 2015. The program audit reviews Institution Class Reports, programs, policies, and procedures. One audit concern was noted with one finding. The College responded to the audit and the finding on July 16, 2015. Documents concerning the 2014-2015 Education Program Audit will be filed with the minutes.

5. Financial Reports

Summaries of expenditures for FY 2014-15 full year for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year were presented for the Board's review and information.

Dr. Skinner added that the reversion at the end of last year was not needed, and the College should get approximately \$300,000 back in the form of carry over funds which will help this year's budget.

I. REPORT FROM NCACCT

The NCACCT had not met recently, reported Mr. Vinson. However, he did inform the Board that attendance at the upcoming NCACCT Leadership Seminar, September 9-11, 2015, in Wilmington, was expected to be one of the highest. He encouraged Board members to

attend. Chair Smith added that seven Gaston College trustees were scheduled to attend along with Dr. Skinner.

J. NOMINATING COMMITTEE REPORT

Mr. Steve Campbell, chair of the Nominating Committee for Board Officers for 2015-2016, gave his report. The Committee placed the name of Mr. James Smith in nomination for Board Chair, Dr. Jim Watson in nomination for Vice Chair, and Ms. Patricia Rudisill in nomination for Secretary.

Chair Smith brought the nomination of Mr. James Smith as Board Chair for 2015-2016 to the Board and asked if there were any nominations from the floor. None were given.

Chair Smith entertained a motion by Mr. Randy Vinson that Mr. James Smith be nominated as Board Chair for 2015-2016. Mr. James Ragan seconded the motion. The motion carried.

Chair Smith brought the nomination of Dr. Jim Watson as Vice Chair for 2015-2016 to the Board and asked if there were any nominations from the floor. None were given.

Chair Smith entertained a motion by Mr. Randy Vinson that Dr. Jim Watson be nominated as Vice Chair for 2015-2016. Ms. Jennifer Davis seconded the motion. The motion carried.

Chair Smith brought the nomination of Ms. Patricia Rudisill as Secretary for 2015-2016 to the Board and asked if there were any nominations from the floor. None were given.

Chair Smith entertained a motion by Mr. Randy Vinson that Ms. Patricia Rudisill be nominated as Secretary for 2015-2016. Mr. Brett Keeter seconded the motion. The motion carried.

Chair Smith congratulated Dr. Watson and Ms. Rudisill who had been elected. He thanked the Board for their trust in electing him as Chair; he reiterated that all comments and suggestions were welcome.

K. CHAIRMAN'S REPORT

Chair Smith informed the Board that a *Survey of Board Interest in Committees for 2015-2016* would be going out on September 1 for them to select a Committee in which they preferred to participate.

Chair Smith relayed to the Board funeral arrangements for Trustee Emeritus Mr. J. A. Dalpiaz.

L. ANNOUNCEMENTS

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

M. ADJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:22 p.m.

Respectfully submitted,

Pat Rudisill, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)