

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
August 29, 2016**

Members Present: Mr. Stephen Campbell
Sheriff Alan Cloninger
Ms. Jennifer Davis
Mr. Brett Keeter
Mr. Brad Overcash
Mr. Tracy Philbeck
Mr. Jim Ragan
Ms. May Gray Robinson
Mr. James Smith, Chair
Mr. Randy Vinson
Dr. Jim Watson, Vice Chair
Ms. Madison Knowles, SGA President

Dr. Patricia Skinner, President

Members Absent: Judge Craig Collins
Mr. John Dancoff
Mr. Ron Hovis

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Virgil Cox, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Ms. Renita Johnson, Mrs. Donna Keigher, Commissioner Tom Keigher, Dr. Joe Keith, Mr. Dan McClellan, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, Ms. Patricia Rudisill, Mrs. Jane Smith, Mr. Chris Thurley, Mr. Josh Walker; 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 – Mr. Ragan**
- **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 JUNE 27, 2016, BOARD MEETING.

Chair Smith presented the Minutes of the June 27, 2016, Board Meeting and asked if there were any additions or corrections. None were identified. Chair Smith declared the Board Minutes of June 27, 2016, approved as distributed.

C. INTRODUCTIONS AND SPECIAL PRESENTATION

- 1. Dr. Skinner welcomed Mrs. Jane Smith, Board Chair Smith's spouse; Commissioner Tom Keigher and Mrs. Donna Keigher; Ms. Patricia Rudisill; Mr. Chris Thurley, Faculty Senate President; and Mr. Travis Hogue, Staff Senate President to the meeting.**

Dr. Ammons introduced:

Mr. Josh Walker, Program Coordinator/Instructor-Computer Integrated Machining

Dr. McElhoe introduced:

Mr. Dan McClellan, Director-BioNetwork Media Development and Communication

2. Welcome of New Trustees

Chair Smith welcomed new Trustees Mr. Tracy Philbeck and Mr. Brad Overcash to the Board of Trustees. He gave a brief introduction that covered their residency, educational background, and work experience.

3. Recognition of Service to the Board of Trustees, Commissioner Tom Keigher

Commissioner Keigher was appointed by the Gaston County Commissioners to serve on the Gaston College Board of Trustees. He has served two and a half terms.

Since his appointment in 2006, he has served as a member of the Board's Campus Affairs Committee, one year as Committee Chair. Counting back to when he came to the Board of Trustees, approximately 54 policies and 20 new programs have been reviewed through Campus Affairs.

Chair Smith related to Commissioner Keigher that his work as a Trustee has helped provide stability to the College and student's access to programs of study that not only enhance their lives, but the community's workforce. Additionally, his advocacy of the College to the Gaston County Commissioners was deeply appreciated. Chair Smith thanked

Commissioner Keigher for his leadership, wisdom, and guidance with the Campus Affairs Committee and his commitment and dedication to the Gaston College Board of Trustees. He then presented Commissioner Keigher with his clock.

Recognition of Service of the Board of Trustees, Ms. Patricia Rudisill

Ms. Patricia Rudisill was appointed by the Governor to serve on the Gaston College Board of Trustees. She has served one, 4-year term; two of those years as Secretary to the Board of Trustees

Since her appointment in 2012, Ms. Rudisill has served as a member of the Board's Finance Committee. During this time, she helped guide the Finance Committee through important financial decisions for the College related to its various budgets, Capital projects, land acquisitions, the Connect NC State Bond referendum, audits, reversions, fees, funding for salaries and advanced degrees, café operations, and legislative priorities resolutions.

Additionally, during Ms. Rudisill's tenure on the Board, many other major accomplishments took place in which she also participated. A new Strategic Plan for 2014-19 was produced and implemented; a new Facilities Master Plan for the next five years was generated; several renovation projects took place; plans and progress made on building a new Center for Advanced Manufacturing; and the Myers Center Auditorium was transformed into the Myers Center Multipurpose Auditorium.

Chair Smith thanked Ms. Rudisill for her leadership and guidance with the Finance Committee and her commitment and dedication to the Gaston College Board of Trustees throughout the last four years. Chair Smith then presented Ms. Rudisill with her clock.

4. State of the Foundation

Ms. Julia Allen, Chief Development Officer/Executive Director of the Gaston College Foundation, provided a PowerPoint presentation that chronicled the history of the Foundation, how it is governed today, its assets with investments, scholarships it awards and manages, its building and expansion projects, the types of support opportunities available, endowments and naming gifts, and annual giving. Ms. Allen encouraged the Trustees to advocate for the College.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the June 27, 2016, Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- 2016 Summer State Policy Meeting - The 2016 Summer State Policy Meeting took place in Fort Lauderdale, from July 13-14, 2016. States represented included: Arkansas, California, Connecticut, Florida, Hawaii, Massachusetts, Michigan, New Jersey, New York, North Carolina, Ohio, Oklahoma, Texas, Virginia, and Washington.

- North Carolina Institute of Medicine (NCIOM) Board of Directors Meeting - At the NCIOM Meeting Dr. Skinner attended on July 19, reports were given with Committee recommendations that officially closed out two existing task forces; and start up was discussed for three new projects.
- North Carolina Association of Community College Presidents (NCACCP) Quarterly Meeting - The quarterly meeting of the NCACCP took place July 27-29, 2016. A professional development session titled, "NCCCS Excellence in Research and Analytics," was offered to assist Institutional Effectiveness and Institutional Research officers across the state as they move from compliance coordinators to change facilitators.
- Teaching and Learning Conference - The Teaching and Learning Conference, hosted at Gaston College's Dallas Campus and sponsored in partnership with Gaston County Schools, was held August 8-9, 2016.
- Jobs for the Future and the North Carolina Student Success Center Advisory Board - Jobs for the Future (JFF) announced the launch of five new Student Success Centers, supported by a \$2.5 million investment from The Kresge Foundation and the Bill and Melinda Gates Foundation. A Student Success Center Advisory Board has been formed bringing together 19 partnership organizations, and Dr. Skinner has been asked to chair the Advisory Board.
- Lincoln County Schools Meeting - A meeting was held on August 8, 2016, to discuss educational program expansions in Lincoln County.
- Lincoln County Industrial Managers Association Meeting - On August 10, 2016, Dr. Skinner attended the Lincoln County Industrial Managers Association presentation of "*The Economy and Manufacturing Trends*" by Mr. Mark Vitner.
- Regional Meeting with Dr. Jimmie Williamson, New NCCCS President - Chair Smith and Dr. Skinner attended a regional meeting on August 11, 2016, set up by the NCCCS to provide community college presidents and their Board Chairs an opportunity to meet with the new NCCCS President, Dr. Jimmie Williamson.
- Convocation: Student Success Summit - Gaston College's *Convocation: Student Success Summit* took place on Friday, August 19, 2016, from 9-11:30 a.m.
- Thank you to Chair Smith – Dr. Skinner thanked Chair Smith for his tireless work as Chairman of the Board of Trustees throughout the last three years. This was the last meeting in which he would preside as Chair, but he would remain on the Board as a Trustee.

E. SGA PRESIDENT'S REPORT

Ms. Knowles gave the following update on SGA activities since June 27, 2016. The report in its entirety is filed with the minutes.

- N4CSGA Executive Board - Two Gaston College SGA members, Ms. Madison Knowles and Mr. Leonardo Vargas were elected to the North Carolina Comprehensive Community College Executive Board (N4CSGA).
- Senate Meetings - SGA's first Senate meeting for the 2016-2017 academic year will take place on September 1, 2016, in the Myers Center Conference Room 216.
- Welcome Back - SGA Welcome Back will occur on August 23, 2016, at the Dallas Campus, August 24, 2016 at the Kimbrell Campus, and August 31, 2016, at the Lincoln Campus. This year's theme is "Travel the Path to Success".

F. FACILITIES

1. Parking at Lincoln Campus

Mr. Edward McFadden, Founder and Chairman of STEM Career Path Project Inc., has proposed a business plan to Lincoln Economic Development Association to use the Lincolnton Block Smith Gym location as a STEM Museum and Science Center. The business plan requires that parking be designated for the proposed museum/science center.

In 2003, the City of Lincoln gave approval for the Lincoln Campus and the Lincoln County Senior Center to provide 27 parking spaces for Block Gym in the main parking lot of the Lincoln Campus. Mr. McFadden is requesting that Gaston College reassign those parking spaces for the gym to the Aspen Street lot. The Aspen Street lot currently provides 96 parking spaces for the Lincoln Campus, but is currently rarely needed for campus parking. No costs are associated with this request.

Upon a recommendation of the Facilities Committee, Dr. Watson recommended that the Gaston College Board of Trustees approves the reassignment of 27 Lincoln Campus parking spaces from the main lot to the Aspen Street lot to be utilized by the proposed STEM Museum. The motion was amended to include the statement, "as long as the STEM Museum occupies that space".

Upon a recommendation of the Facilities Committee, Dr. Watson recommended that the Gaston College Board of Trustees approves the reassignment of 27 Lincoln Campus parking spaces from the main lot to the Aspen Street lot to be utilized by the proposed STEM Museum as long as the STEM Museum occupies that space. Ms. Jennifer Davis seconded the motion. The motion carried.

2. 2016-2017 Proposed County Capital Priorities

The proposed County Capital Priorities for 2016-2017 are listed below.

2016-2017	Priority	Budget Amount	Source
Replace sewer line Kimbrell Campus*		\$60,000	County Cap
Roof replacements (Library sections, Rauch east section)		\$300,000	County Cap
Concrete repairs		\$70,000	County Cap
OSHA/ADA		\$25,000	County Cap
Energy Conservation		\$25,000	County Cap
Maintenance Reserve		\$75,000	County Cap
Dalpiaz Elevator Replacement (ADA)**		\$142,000	County Cap
BUDGET YEAR TOTAL		\$697,000	County Cap

* \$120k estimate-Textile proprietary funds will fund half

** Remaining \$142,000 in capital funding will be applied to Dalpiaz Elevator replacement in 2017-18

3. NCCCS 3-1 for Veterinary Technology Facility

The Board reviewed the NCCCS Form 3-1 for the new 14,500 square foot Veterinary Technology facility. The proposed project will include:

- Administrative area, including 2 offices and a work room
- Student area, including 1 general classroom (for 50), 1 computer classroom (for 50), student lounge/break room/locker room
- In front building area: reception area, 3 exam rooms, a cat condo and cat exercise area
- In back building area: a treatment area, oxygen tank storage room, 2 surgery suites, pack scrub room, radiology, developing room, boarding area, interior dog run, pharmacy area, isolation area, food prep and laundry, lab/storage, exterior dog run, receiving and storage
- Building systems including electrical service, electrical closet, emergency power service, telecom/data closet, janitor’s closet, boiler room, air handler room, sprinkler riser room, toilets

Total estimated cost of this project is \$4,400,000 to be funded with state bond funds. This item was for information only. The NCCCS 3-1 form required the signatures of the Chairman of the Board of Trustees, the Board Secretary, and the College President.

4. 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 42% complete. Work performed in the last 30 days includes underground plumbing and electrical, storm drain, overflow parking stone, site sewer, job trailer setup, steel/hollow metal frames, completion of foundation wall, and started stone base. Projected work for August includes stone driveway work, panel mockup, slab-on grade, steel erection stud framing.

Pharr Renovation and Expansion – Phase 2

The project is complete and passed county and state inspections.

Myers Center ADA Compliant Elevator

The project is complete, and the elevator is back in service.

G. FINANCE

1. FY 2016-17 State Budget Update

The Conference Committee budget was issued on June 28th and signed into law by Governor McCrory on July 14th.

Provisions include:

- Addition of \$6 Million non-recurring funding for equipment system-wide (\$118,289 to Gaston College)
- Reduction of the Management Flex budget reduction line item by a total of \$12,447,537, for a 21% reduction (\$6,051,722 recurring funds and \$6,395,815 non-recurring funds) (\$282,075 to Gaston College)
- Funding for a 1.5% permanent salary increase for full-time employees and a 1.5% one-time bonus
- Special provision for construction and equipping the Center for Advanced Manufacturing at Gaston College \$3.4 Million

The total state budget for Gaston College was \$30,554,000 in 2015-16 and is \$30,076,959 for 2016-17, or a 1.6% decline, after accounting for the reserve for possible reversion (budget call-back). FTE declined 2.7% for the same period.

The State Board of Community Colleges will vote on accepting the budget at their August 18th meeting and it will be presented to Gaston College Trustees at their September 26th meeting.

2. Financial Reports

A summary of expenditures through June 30, 2016, for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year was presented for the Board's review and information.

H. REPORT FROM NCACCT

Mr. Randy Vinson, Chair of the NCACCT, relayed information regarding how the North Carolina Community College System is constructed. State Statute 115D spells out in detail how the System is organized and that it is governed by a State Board with its members appointed by the North Carolina Governor, the Senate, and the House. Each individual community college in the System is governed by its Board of Trustees; each Board is charged with securing the funds it needs to run properly. Dr. Jimmie Williamson serves as President of the NCCCS and began his duties July 1, 2016. Mr. Vinson was encouraged by selection of Dr. Williamson as President as he was very involved in industrial business recruitment in South Carolina, and that background could help North Carolina.

Mr. Vinson brought his concerns that the NCCCS has not gotten its fair share of educational funding in the state budget. The NCCCS, the NCACCT, and the NCACCP work together to establish System budget needs with specific priorities each year and then advocate for funding for North Carolina's community colleges. However, in recent years Mr. Vinson feels legislative advocacy efforts have not yielded the desired results. He is working to find ways to improve state funding for community colleges.

Approximately 270 trustees from across the state are registered to attend the NCACCT Conference scheduled for September 7-9, 2016, in Charlotte. This will be a good time to impress upon the trustees the leadership role they play and the importance of advocating on behalf of their respective community colleges.

I. NOMINATING COMMITTEE REPORT

Mr. Steve Campbell, chair of the Gaston College Nominating Committee for Board Officers for 2016-2017, gave his report. The Committee placed the name of Dr. Jim Watson in nomination for Board Chair, Mr. Jim Ragan in nomination for Vice Chair, and Mr. Steve Campbell in nomination for Secretary.

Chair Smith brought the nomination of Dr. Jim Watson as Board Chair for 2016-2017 to the Board and asked if there were any nominations from the floor.

Chair Smith entertained a motion by Sheriff Cloninger that nominations be closed and Dr. Jim Watson be elected as Board Chair for 2016-2017. Ms. Robinson seconded the motion. The motion carried.

Chair Smith brought the nomination of Mr. Jim Ragan as Vice Chair for 2016-2017 to the Board and asked if there were any nominations from the floor.

Chair Smith entertained a motion by Sheriff Cloninger that nominations be closed and Mr. Jim Ragan be elected as Vice Chair for 2016-2017. Ms. Robinson seconded the motion. The motion carried.

Chair Smith brought the nomination of Mr. Steve Campbell as Secretary for 2016-2017 to the Board and asked if there were any nominations from the floor.

Chair Smith entertained a motion by Sheriff Cloninger that nominations be closed and Mr. Steve Campbell be elected as Secretary for 2016-2017. Ms. Robinson seconded the motion. The motion carried.

Chair Smith congratulated Dr. Watson, Mr. Ragan and Mr. Campbell who had been elected.

J. CHAIRMAN'S REPORT

1. Report on Ad Hoc Task Force on Advocacy

The Ad Hoc Task Force on Advocacy met on March 21, 2016. Members of the Committee included Chair Smith, Dr. Skinner, Ms. Allen, Mr. Keeter, Ms. Robinson, Mr. Vinson, and Dr. Watson. Ms. Dalton was recorder for the meeting.

Chair Smith relayed to the Board the recommendations of the Committee:

- That the top four priorities for Gaston College, as well as the two counties of Gaston and Lincoln, be identified each year for Board members so they are aware of them.
- That simple fact sheets be created for use in advocacy discussions with different levels of government.
- That trustees build relationships with each county commissioner, state representative, and senator and get commitments for personal visits. Contacts can be made by email, phone calls, personal visits, or social occasions.
- That hosting events such as the legislative breakfast or lunch continue.

2. Board Committee Preferences

An email will be coming out immediately following the Board meeting from Board Chair Watson asking Trustees for their preference regarding Board Committees on which they would like to participate: Facilities Committee, Finance Committee or Campus Affairs Committee. Chair Smith relayed that it is important they respond promptly so Committees can be in place for September meetings.

3. NCACCT Manual for Trustees

A free booklet from the NCACCT for new and reappointed trustees is available. It concerns the role, responsibilities, and working relationships in which trustees are involved. If trustees would like a copy, they may contact Mary Ellen Dillon at 704.922.6475.

4. Parting Comments from Board Chair Smith

Chair Smith relayed to the Board that it had been an honor and privilege to serve as Board Chair the last three years. He thanked his family for their support; Dr. Skinner and Attorney Carl Stewart for their wise counsel and guidance; each individual Board Member for their special talents they brought to the table; and the College leadership team and

staff for their dedication. He summed up his comments relaying the thought that although there are many of us, we all have one purpose in mind: the success of Gaston College.

K. ANNOUNCEMENTS

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

Mr. Tracy Philbeck brought one additional announcement: At the October 25 meeting of the EDC, at 6 p.m., a special commendation will be given to Commissioner Joe Carpenter, currently a member of the Gaston College Foundation Board. He asked Board Members to keep the date in mind.

L. AJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:24 p.m.

Respectfully submitted,

Stephen D. Campbell, Secretary

Dr. Jim Watson, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)