

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Multipurpose Auditorium
June 27, 2016**

Members Present: Mr. Stephen Campbell
Judge Craig Collins
Mr. John Dancoff
Ms. Jennifer Davis
Mr. Ron Hovis
Mr. Brett Keeter
Mr. Jim Ragan
Ms. May Gray Robinson
Ms. Patricia Rudisill, Secretary
Mr. James Smith, Chair
Mr. Randy Vinson
Ms. Madison Knowles, SGA President

Dr. Patricia Skinner, President

Members Absent: Sheriff Alan Cloninger
Mr. Tom Keigher
Dr. Jim Watson, Vice Chair

Others Present: Ms. Julia Allen, Mr. Lee Allison, Dr. Don Ammons, Mr. Todd Baney, Mr. Sam Buff, Ms. Jasmine Cox, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Ms. Renita Johnson, Dr. Joe Keith, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, Mr. Chris Thurley; and Mr. Carl Stewart, College Attorney.

- **Board Chair James Smith called the meeting to order at 4:01 p.m. and declared a quorum present.**
- **Invocation – Mr. Keeter**
- **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 made two amendments to the agenda. He eliminated Agenda Item C-3, Recognition of Service to the Board of Trustees for Mr. Tom Keigher, as Mr. Keigher was not present at the meeting. He also added Agenda Item G-2, One-Quarter Cent County Sales and Use Tax Referendum, to the Facilities Report. Chair Smith then asked if there were any other changes, additions, or corrections to the agenda. No additional changes were identified. Chair Smith declared the agenda approved as set.

B. APPROVAL OF THE MINUTES FROM THE MAY 9, 2016, BOARD MEETING.

Chair Smith presented the Minutes of the May 9, 2016, Board Meeting and asked if there were any additions or corrections. None were identified. Chair Smith entertained a motion by Mr. Ragan, seconded by Mr. Hovis, that the May 9, 2016, minutes be approved as presented. The motion carried.

C. INTRODUCTIONS AND SPECIAL PRESENTATION

- 1. Dr. Skinner welcomed Mr. Chris Thurley, Faculty Senate President, and Mr. Travis Hogue, Staff Senate President to the meeting.**

Dr. Skinner introduced:

Mr. Lee Allison, Process Specialist (Fabric Formation) – Textile Technology Center, Kimbrell Campus

Ms. Jasmine Cox, Special Projects Coordinator – Textile Technology Center, Kimbrell Campus

- 2. Welcome of Ms. Madison Knowles, New SGA President**

Chair Smith welcomed Ms. Madison Knowles to the Board of Trustees and gave a brief introduction that detailed her educational background, future goals, and current interests.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the May 9, 2016 Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- Textile Legislative Day - Textile Legislative Day was held May 11, 2016, in Raleigh. The focus of the day was on priorities for textile centers and the visions for expanding personnel training capacities.
- Greater Gaston Development Corporation (GGDC) - The GGDC met on May 12, 2016, to review progress on their Alliance for Growth initiatives. Gaston College provided an update

on Apprenticeship 321, the Gaston Collaborative for Advanced Manufacturing (GCAM), our Customized Training Projects, the Manufacturing Boot Camp, and the GGDC Hybrid Incubator-GIGWorks.

- Textile Technology Center Advisory Board Meeting - The Textile Technology Center Advisory Board meeting took place June 2, 2016. An announcement by President Obama's Administration of a new Revolutionary Fibers and Textiles Manufacturing Innovation Hub in Cambridge, MA, was welcome news.
- Lincoln County Schools Meeting - On June 6, 2016, Drs. Ammons and Skinner met with Drs. Hoyle, Hager and Sain to discuss future programs the College could partner with Lincoln County Schools to bring to Lincoln County.
- Owens Corning Dedication - Several trustees and Dr. Skinner attended the Owens Corning Plant Dedication on June 7, 2016, to celebrate the opening of their new advanced manufacturing operation in Gaston County.
- Catholic Charities Grant Program - Select Gaston College staff recently met with personnel from the Catholic Charities Diocese of Charlotte (CCDC) about a partnership in Winston-Salem the CCDC had with Forsyth Technical Community College called "Stay the Course" which might provide a student success grant pathway for our students.
- Friends of Scouting Distinguished Citizens Award – Mr. Joe Carpenter, a former Gaston College trustee and current member of the Gaston College Foundation Board, was honored at the Friends of Scouting Distinguished Citizens Award on June 9, 2016.
- County Commissioners Meeting to Discuss the County Budget - Several Gaston College staff and Dr. Skinner attended the Gaston County Commissioners meeting on June 14, 2016. Additional operating capital was added to the County's flat budget previously submitted.
- Lincoln Economic Development Association Annual Meeting - The LEDA Annual Meeting took place on June 16, 2016.
- Campus Affairs – HR Policy Project - The Campus Affairs Committee has nearly completed its review of all HR policies as requested. Dr. Skinner sincerely thanked all the individuals involved in this immense project.

E. SGA PRESIDENT'S REPORT

Ms. Knowles gave the following update on SGA activities since May 9, 2016. The report in its entirety is filed with the minutes.

- Health Fair - SGA participated in the Gaston College Health Fair that took place on Thursday, May 5, 2016.

- Student Leadership Development Program - The North Carolina Community College System – The Student Leadership Development Program (SLDP) was held on June 12-17, 2016, on the campus of William Peace University.
- SGA Leadership Training - The 2016-2017 SGA Executive Board and Senators participated in training for the upcoming academic year on Monday, June 20th - Thursday, June 23rd, from 12:00 p.m. – 5:00 p.m., in the SGA conference room.

F. CAMPUS AFFAIRS

1. HR Policy Review Project – All Policies

The Board of Trustees requested that the College review its HR policies and make recommendations for improvement. Due to the number of policies to be reviewed, policies were reviewed in groups over the course of several months. A Summary of Recommended Policy Changes was created for each group.

A Final Draft Human Resources Policies, May 31, 2016, booklet was hand-delivered to each board member on June 2, 2016, for their review and consideration of all the policies prior to the June 27 Board of Trustees Meeting.

Action on Campus Affairs Action Item 1 was deferred until discussion of Campus Affairs Action Item 2.

2. Policy Revisions to the HR Policy Booklet Dated May 31, 2016

As part of the HR Policy project, various policies in the *Final Draft Human Resources Policy, May 31, 2016*, booklet have been revised to reflect any recommended needs to be more informative, and to further reflect any legal, compliance-related aspects. The revisions are summarized in the document titled, *Summary of Policy Revisions to the HR Policy Booklet dated May 31, 2016*. These changes were discussed at the Campus Affairs Meeting on June 20, but as a quorum of the Committee was not present, they were brought to the Board of Trustees Meeting for consideration and approval.

A few additional policies were also reviewed to standardize them, take out language not necessary, and bring them into full compliance with the American Disabilities Act, Violence Against Women Act, and Clery. These policies, too, were carefully vetted internally and externally and brought to the Board of Trustees for review and approval.

Chair Smith made a motion, seconded by Mr. Ragan, that the Gaston College Board of Trustees approves all the HR policies as presented. The motion carried.

Chair Smith thanked all the individuals involved in this tremendous project. He extended a special thank you to Dr. Skinner for her “hands-on” participation in the project as well as Mr. Ragan, Mr. Stewart, Mr. Baney and Ms. Denton for all their work.

3. Admissions Policy

Changes to the Admissions Policy were needed to reflect changes in state board code related to high school programs, distance education reciprocity, safety considerations during the admissions process, and placement testing. The recommended changes streamline all admissions activities into one policy. Dr. Husain reviewed all the necessary changes individually with the Trustees.

Chair Smith made a motion, seconded by Ms. Robinson, that the Gaston College Board of Trustees approves the proposed policy revisions as presented. The motion carried.

4. Additional Policy Changes or Deletions

As part of the HR Policy project and approval of the revised Admissions policy, various policies in the current policy manual would be subject to change or deletion as follows:

Summary of Additional Policy Changes or Deletions	
Current Policy	Proposed Action
1. 3-29 Communicable Disease	Change to 3-19: This Policy is being reviewed as part of a separate Safety Manual/Guidelines review project
2. 3-30 Blood Borne Pathogen	Move from Section 3 to Safety Manual/Guidelines
3. 3-37 Pandemic	Move from Section 3 to Safety Manual/Guidelines
4. Appendix (A-2) Hiring Procedures	Delete due to being covered by the revised Employment policy
5. 4-2 Admission Procedures	Delete due to being covered by the revised Admissions policy
6. 4-3 Dual Enrollment	Delete due to being covered by the revised Admissions policy
7. 4-4 Enrollment of Huskins Students	Delete due to being covered by the revised Admissions policy
8. 5-1.6 Copyright Compliance/Intellectual Property	Delete from Section 5 (Academic Affairs) of the current manual due to being moved to the HR section
9. 5-1.20 Emeritus Status	Delete from Section 5 (Academic Affairs) of the current manual due to being moved to the HR section
10. 5-1.21 Adjunct Faculty	Delete due to being covered by the revised Employment Authorization/Categories policy
11. 5-1.18 Faculty Responsibilities	Remove the statement regarding "Seeing-eye dogs..." since service animals are covered by the new Service Animals policy.
12. 7-1 Institutional Effectiveness	Move to Section 2 of manual and re-number to: 2-6
13. 7-2 Development and Fund Raising	Move to Section 2 of manual and re-number to: 2-7
14. 3-31 Externally Funded Grants and Contracts	Move to Section 2 of the manual and re-number to: 2-8
15. Change Section 7 of current manual from "Administrative Services" to "Technology Services" and maintain or move the following policies to Section 7:	
16. 7-1 Web Accessibility	Future policy to be considered - included here as a place holder
17. 7-3 Technology Services	Maintain – no change
18. 7-4 Info Tech Procurement/Implementation	Maintain – no change
19. 7-5 Electronic Signatures	Maintain – no change
20. 3-38 Electronic Resources Acceptable Use	Move from Section 3 of the manual and re-number to: 7-7
21. 3-39 Student Email	Move from Section 3 of the manual and re-number to: 7-9

Chair Smith made a motion, seconded by Judge Collins, that the Gaston College Board of Trustees approves the proposed policy changes or deletions as summarized and presented. The motion carried.

5. Termination of Architectural Technology Program

Advances in technology and in the architectural profession have rendered the Architectural Technology Program essentially obsolete. For the past five years, there has been an average of two Associate of Applied Science degrees awarded per year. The instructor for this program for the last 30 years will retire in 2017; however, a "teach-out" plan has been developed to serve all remaining students in this major.

Chair Smith made a motion, seconded by Mr. Keeter, that the Gaston College Board of Trustees approves the termination of the Architectural Technology Program as presented. The motion carried.

G. FACILITIES

1. 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 28% complete. Work performed in the last 30 days includes grading, unsuitable soil haul off, building pad, storm drainage, footings, foundation walls, underground plumbing, and temporary water. Projected work for June includes grading completion, trailer setup, storm drainage completion, site sewer, fire line, stone lots and drives, plumbing and electrical underslab rough-ins, slab on grade, and steel and metal stud delivery.

Pharr Renovation and Expansion – Phase 2

The project is 90% complete and on schedule to be completed by June 2016. The project has experienced no delays. Site concrete, plumbing and mechanical, curbing, and asphalt are complete. Site masonry, casework, and sinks are installed. Site hand rails, electrical, paving, canopy framing and roofing, bathroom partitions and accessories and cleanup are scheduled to be completed in the next 30 days. Canopy steel framing is scheduled to be inspected.

Myers Center ADA Compliant Elevator

The elevator cabin is installed and is scheduled for inspection. Drywall has been installed and finishing is in process.

2. One-Quarter Cent County Sales and Use Tax Referendum

Gaston College Trustees were asked by Gaston County Commissioners Chair, Mr. Tom Keigher, to support getting a referendum on the November ballot to authorize a one-

quarter cent County Sales and Use Tax to be dedicated to economic development and education capital expenses. After some discussion, the Board felt it needed more time to understand the request. The item was referred to the Finance and Facilities Committees. A Called Board Meeting would be scheduled in July to discuss their findings. A motion was made to that effect.

Chair Smith entertained a motion by Mr. Hovis, seconded by Ms. Robinson, to defer action on the one-quarter cent County Sales and Use Tax Resolution until additional information could be obtained by the Finance and Facilities Committees and discussed at a Called Board Meeting in July. The motion carried.

H. FINANCE

1. FY 2016-17 State Budget Update

The NCCCS provided a *Budget Tracking Sheet: FY 2016-17* that Ms. McCrory reviewed with the Board. She discussed the differences between the House and Senate budgets.

2. FY 2016-17 County Budget Updates

Ms. McCrory provided a snap shot of each of the County budgets. The Gaston County Manager increased the previously submitted flat operating budget for FY 2016-17 by \$87,000 for a total of \$4,915,079 in operating funding; capital funding remained the same at \$697,219. This budget was adopted June 14, 2016. The Lincoln County operating and capital budgets for FY 2016-17 remained flat at \$170,000 in operating funding and \$30,000 in capital funding. This budget was adopted June 6, 2016.

3. Supplemental State Budget Allocation

Supplemental State Budget Allocation #6 for Customized Training (361) in the amount of \$70,219 was received after the FY 2015-16 State Budget was finalized. This item was presented for information only.

4. 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 presented for the Board's review and information.

I. REPORT FROM NCACCT

No report.

J. CHAIRMAN'S REPORT

1. Appointment of Nominating Committee for 2016-17 Board Officers

Chair Smith appointed the following trustees to serve on the Nominating Committee for Board Officers for 2016-17:

Mr. Steve Campbell, Chair of the Committee
Mr. Ron Hovis
Mr. John Dancoff

The Committee will bring forth a proposed slate of officers at the August 29, 2016, Board of Trustees Meeting.

2. Status of Board Appointees

Chair Smith announced that Mr. Campbell had been reappointed for another four-year term by the Gaston County Commissioners; Dr. Watson has been reappointed by the Lincoln County Commissioners for another four-year term; Mr. Smith had been reappointed by the Gaston County Board of Education for another four-year term, and Mr. Tracy Philbeck had been appointed by the Gaston County Commissioners to fulfill the unexpired term of Mr. Tom Keigher which continues until 2018. We are awaiting word on the Governor's Office appointee.

3. 2016-17 Board of Trustees Meeting Schedule

Chair Smith distributed a schedule with meeting dates for Board of Trustees Meetings, Finance and Facilities Committee Meetings, and NCACCT Leadership Seminars and an NCACCT Law/Legislative Seminar. He noted that the 2016 Fall NCACCT Leadership Seminar was in Charlotte and encouraged trustees to attend. The Spring 2017 NCACCT Law/Legislative Seminar listed two sets of dates as the NCACCT had not determined which were the most workable at this time. A new schedule of meeting dates will be sent out when those dates are confirmed.

4. Report on Ad Hoc Committee on Advocacy

A few months ago the Ad Hoc Committee on Advocacy met and came up with some good suggestions on advocacy. Chair Smith stated that there will be some new Commissioners coming on board and encouraged trustees to develop a relationship with them. He also said that there were five or six other things the Committee recommended that he would share with the new Board Chair for 2016-17.

K. ANNOUNCEMENTS

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

L. EXECUTIVE SESSION

In accordance with provisions of G.S. 143-318-11 (3), Chair Smith entertained a motion to enter the Board into Executive Session for the purpose of reviewing a

legal matter. Judge Collins made the motion to enter Executive Session; Mr. Hovis seconded the motion. The motion carried.

Chair Smith entertained a motion by Judge Collins, seconded by Mr. Hovis, to close Executive Session and return to Open Session. The motion carried.

M. AJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 6:15 p.m.

Respectfully submitted,

Pat Rudisill, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)