

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
September 26, 2016**

Members Present: Mr. Stephen Campbell, Secretary
Mr. John Dancoff
Ms. Jennifer Davis
Mr. Ron Hovis
Mr. Brett Keeter
Mr. Brad Overcash
Mr. Jim Ragan, Vice Chair
Ms. May Gray Robinson
Mr. James Smith
Mr. Randy Vinson
Dr. Jim Watson, Chair
Ms. Madison Knowles, SGA President

Dr. Patricia Skinner, President

Members Absent: Sheriff Alan Cloninger
Judge Craig Collins
Mr. Tracy Philbeck

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Todd Baney, Ms. Phyllis Davis-Brown, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Ms. Renita Johnson, Dr. Joe Keith, Ms. Cynthia McCrory, Ms. Becky McLain, Dr. Dennis McElhoe, Dr. Silvia Patricia Rios Husain, Mr. Chris Thurley; and Mr. Carl Stewart, College Attorney.

- **Board Chair Dr. Jim Watson called the meeting to order at 4:00 p.m. and declared a quorum present.**
- **Invocation – Mr. Dancoff**
- **Ethics Awareness and Conflict of Interest Reminder**

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

B. APPROVAL OF THE MINUTES FROM THE AUGUST 29, 2016, BOARD MEETING.

Chair Watson presented the Minutes of the August 29, 2016, Board Meeting and asked if there were any additions or corrections. The location of the meeting was changed from the Myers Center Multipurpose Auditorium to the Myers Center Board Room. No other changes were identified. Chair Watson declared the Board Minutes of August 29, 2016, approved as distributed with the change of meeting location noted.

C. WELCOME AND SPECIAL PRESENTATIONS

1. Welcome

Dr. Skinner welcomed Mr. Chris Thurley, Faculty Senate President and Mr. Travis Hogue, Staff Senate President, to the meeting. There were no new employees to introduce at this meeting.

2. Recognition of Service to the Board of Trustees, Mr. James Smith

Chair Watson asked Trustee Mr. James Smith to come to the podium. Mr. Smith was appointed by the Gaston County Board of Education in 2004 to serve on the Gaston College Board of Trustees. Chair Watson's remarks were to thank Mr. Smith for his service during that time, but more particularly, during the last three years when he had served as Chair of the Board of Trustees.

During the last three years, Chair Watson relayed that the College, with Mr. Smith at its helm, had seen and worked through many challenges and reached some exciting accomplishments:

- managed the budget in a trying time,
- completed a new Strategic Plan,
- savored the wonderful events associated with Gaston College's 50th Anniversary,
- completed a new Facilities Master Plan,
- relished the honorable title as an Achieving the Dream Leader College,
- experienced the exhilarating high when named the Bellwether Award winner,
- endeavored to review and revise all our HR policies,
- saw measurable achievement in our student success initiatives,
- and realized tremendous growth in our business and industry outreach.

Additionally, Mr. Smith had supported Gaston College's advocacy at the local and state levels; attended countless meetings, on and off campus; provided leadership for Board

retreats; was part of presentations at ACCT and the Bellwether Award; and provided sage advice and support for our College president.

Chair Watson sincerely thanked Mr. Smith for his positive leadership and guidance and for his commitment and dedication to the Gaston College Board of Trustees during the last three years as Chairman.

3. WIOA YouthWorks Program

Dr. Dennis McElhoe welcomed Ms. Becky McLain, Director-Life Skills, and Ms. Phyllis Davis-Brown, WIOA Youth Coordinator-Life Skills, to the meeting to inform the Board about the WIOA YouthWorks Program. The Gaston College WIOA YouthWorks program is federally funded and designed to help young adults, ages 16-24, achieve their educational and employment goals. YouthWorks' ultimate goal is to educate and prepare young adults for self-sufficiency in the worlds of work and life.

Ms. Davis-Brown relayed the stories of two young women who were part of the program. She told how the program provided encouragement and support to them to finish their high school education, enter into pre-apprenticeship programs of their choice to gain work experience, and later work toward full-time employment and/or a degree in their career.

Due to the tremendous success of the program, the YouthWorks grant was extended from a 1-year grant to a 3-year grant and funding was increased by \$75,000. Youth in the program developed positive and supportive relationships with staff, instructors, employers, co-workers, family and peers. TABE scores and class grades increased along with social skills and life skills, which resulted in youth attaining a sense of accomplishment, increased self-esteem, and a sense of work and belonging.

Chair Watson thanked Dr. McElhoe, Ms. McLain, and Ms. Davis-Brown for the inspirational talk about the YouthWorks program and noted that the success stories Ms. Davis-Brown depicted do not happen without good leadership.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the August 29, 2016, Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- Jobs for the Future Team Meeting - Jobs for the Future (JFF) is a national nonprofit that works to ensure educational and economic opportunity for all. At the August 31, 2016, JFF Team Meeting, the focus was to discuss the Student Success Center Network and set a Performance Plan for FY 2016-17 for the NC Community College Student Success Center.
- North Carolina Association of Community College Trustees (NCACCT) Leadership Conference - The NCACCT Leadership Seminar was held in Charlotte, on September 7-9, 2016. Chair Watson, Mr. Vinson (Chair of the NCACCT), Mr. Dancoff, Mr. Campbell, Mr. Overcash, Mr. Keeter, and Attorney Carl Stewart attended with Dr. Skinner.

- North Carolina Association of Community College Presidents (NCACCP) Monthly Meeting - The NCACCP held its monthly meeting during the NCACCT Leadership Seminar on September 8, 2016. A handout from the Office of State Budget Management was distributed and offered instructions for FY 2017-19 budget preparations.
- Golden LEAF Foundation Regional Listening Workshop - The Golden LEAF Foundation Regional Listening Workshop was held on September 15, 2016, at Gaston College. The Foundation invites counties to apply to participate in the Initiative by region. The Initiative is competitive, but all counties within a designated region will have an opportunity to apply.
- Downs Government Affairs Community and Technical College Consortium - September 19-21, 2016, Ms. Julia Allen, Dr. Dennis McElhoe and Dr. Skinner attended the Downs Government Affairs Community and Technical College Consortium, in Washington, D.C. Mr. Thomas Downs, of Downs Government Affairs LLC, is working on behalf of a consortium that includes Gaston College to acquire federal funding for the "Advanced Manufacturing Workforce Centers of Excellence Project."

E. SGA PRESIDENT'S REPORT

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

- Welcome Back Day - The SGA Executive Board and Senators had a very successful Welcome Back Day for students, faculty, and staff. The event was held on all campuses.
- SGA: What's the 411? - During this academic year, SGA will focus on educating students on various campus initiatives and resources. Event teams consist of a chair and two assistants, who organize and plan informational resources for student's use. Team members will learn to work together and develop leadership qualities.
- Family Fun Night - SGA hosted a family fun night on Thursday, September 8, 2016, from 5-7 p.m. Students, faculty, and staff were encouraged to bring their families out on this night for a night full of fun, games, and prizes.
- 9/11 Tribute - The Student Veterans Association and SGA collaborated to pay tribute to the victims of the 9/11 tragedies.
- Stars & Stripes/Constitution Day - On September 12-14th, SGA distributed copies of the U.S. Constitution and provided patriotic souvenirs to students on the Kimbrell, Lincoln, and Dallas campuses.
- Blood Drive - SGA sponsored a two-day blood drive with the Community Blood Center of the Carolinas on September 21-22, 2016.

- Western Division Meeting - On Saturday, September 24, 2016, Gaston College SGA hosted the Western Division Meeting for the North Carolina Comprehensive Community College Student Government Association.

F. CAMPUS AFFAIRS

1. Economic and Workforce Development Accountability and Integrity Policy and Plan

In accordance with North Carolina State Board of Community College Code (1D SBCCC 300.4), it is the policy of Gaston College to establish and maintain an Accountability and Integrity Plan for the delivery of courses and programs offered through the Division of Economic and Workforce Development. The plan shall define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement. The plan will be reviewed every three years by the College's Board of Trustees. Mr. Ragan explained that approval of revised Policy 5-5 would bring the College into compliance with the State.

The proposed draft motion presented follows: **Upon the recommendation of the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the Economic and Workforce Development Accountability and Integrity Policy and Plan as presented.**

Mr. Ragan explained to the Board that at the Campus Affairs Committee meeting, immediately prior to the Board meeting, the proposed motion had been amended to add the words "Internal Course Visitation" in front of the word Plan. The amended motion is below.

Upon the recommendation of the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the Economic and Workforce Development Accountability and Integrity Policy and Internal Course Visitation Plan as presented. The motion carried.

2. Shared Leave Policy Revision

In accordance with a revision to Section 36.19. of G.S. 115D-25.3, the revised Shared Leave policy reviewed by the Committee reflects the necessary revisions to be in compliance with the NC General Statute.

Per the revised legislation, Extend Voluntary Shared Leave to Community College Employees: Section 36.19 authorizes the State Board to adopt rules consistent with the State Human Resource Commission to allow any employee at a community college to share leave voluntarily with a nonfamily member who is an employee of a community college. A community college employee may not donate more than five days of sick leave per year to any one nonfamily community college employee. The combined total of sick leave donated to a community college employee from nonfamily community college

employee donors shall not exceed 20 days per year. Donated sick leave shall not be used for retirement purposes.

Upon the recommendation of the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the changes to the Shared Leave Policy as presented. The motion carried.

3. Sexual and Other Unlawful Harassment or Misconduct Policy

Alliance Defending Freedom is a nonprofit organization dedicated to preserving certain constitutional and related rights. The Alliance regularly reviews various policies of institutions and provides recommendations for changes to those policies for improvement. Prior to July 1, 2016, the Alliance provided feedback on the College's Electronic Resources and Sexual Harassment policies. Based on the Alliance's feedback, revisions were made to both policies effective July 1, 2016. The Alliance has since reviewed the revised policies and was fine with the Electronic Resources policy; however, the organization recommended a few additional changes to the Sexual and Other Unlawful Harassment or Misconduct Policy. The recommended changes were related to the "reasonable person" standard and the concept of "severe and pervasive." The revised policy reflects the recommendations from the Alliance Defending Freedom.

Upon the recommendation of the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the revisions to the Sexual and Other Unlawful Harassment or Misconduct Policy as presented. The motion carried.

G. FACILITIES

1. Architect Selection for Veterinary Technology Facility

An architect selection committee met on August 24, 2016, to review eight architect submittals. The committee chose four finalists to participate in a presentation/interview with the Facilities Committee on September 19, 2016.

This project consists of the construction of a new 14,500 square-foot Veterinary Technology facility to include an Administrative area with two offices and a work room and a student area comprised of one general classroom (for 50), one computer classroom (for 50), and a student lounge/break room/locker room.

The architectural firms who presented were: McMillan Pazdan Smith; Stewart Cooper Newell; ADW Architects; and Boomerang.

The total estimated cost of this project is \$4.4 million to be funded with state bond funds.

Upon the recommendation of the Facilities Committee, Mr. Dancoff moved that the Gaston College Board of Trustees approve Stewart Cooper Newell as architect for the Veterinary Technology Facility project. The motion carried.

2. Capital Reports

A capital report on the Center for Advanced Manufacturing was submitted for the Board's information and review. No action was required.

Center for Advanced Manufacturing (CAM)

The project is 56% complete. Structural stud framing is complete. Roof drains are installed. Air handling units are set in place. Curbing and gutters at the inlet drains are complete. Public utility lines are being installed. Plumbing rough-in has been started.

H. FINANCE

1. FY 2016-17 State Budget

The Board reviewed the FY 2016-17 State Operating Budget background, highlights, and recommendations. The FY 2016-17 State Operating Budget totals \$31,312,667.

Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2016-2017 State Operating Budget. The motion carried.

2. State Budget Shortfall Analysis

Ms. McCrory presented to the Board a State Budget Shortfall Analysis for the FY 2016-2017 State Budget. Please see the chart on the following page.

Gaston College
Budget Shortfall Analysis

	2015-16 Planned	2015-16 Actual	2016-17 Planned
Budget Savings Implemented			1,431,032
Budget required to support operations	33,515,585	33,260,291	31,829,259
Total state budget	<u>31,193,875</u>	<u>30,862,626</u>	<u>30,069,877</u>
Budget Shortfall	<u>2,321,710</u>	<u>2,397,665</u>	<u>1,759,382</u>

Adjusting items to fill budget shortfall:

Equipment funds transferred to operating	800,000	800,000	800,000
Health insurance savings-people that decline coverage	100,000	100,000	100,000
Lapsed Salaries	250,000	306,225	200,000
Reduce state reserve for reversion	311,939	84,045	-
Reduce operating expenses	75,000	185,372	75,000
Self-supporting balance to fund faculty salaries	408,771	442,235	286,696
Reversion carry-forward funding	301,000	326,294	222,686
Contractual services underspent	<u>75,000</u>	<u>153,494</u>	<u>75,000</u>
	<u>2,321,710</u>	<u>2,397,665</u>	<u>1,759,382</u>

3. FY 2016-2017 Base Salary Increase, Bonus, and Educational Advancement

Base Salary Increase

For fiscal year 2016-17, the legislature provided additional funding that could be used for base salary increases, which equated to a 1.7% base salary increase for applicable full-time regular, full-time temporary, and part-time regular state-funded positions.

It is recommended that a 1.7% base salary increase be awarded in October 2016 for full-time regular, full-time temporary, and part-time regular state-funded positions for those who were employed on or before July 1, 2016, and employed as of October 1, 2016. County and special funds are also available for those positions funded from those sources. Grant-funded positions are not eligible unless specifically permitted by the grant and provided that funds are available. The base salary increase would be retro-effective to July 1, 2016.

Bonus

For fiscal year 2016-17, the legislature provided funding for a 1.5% one-time bonus for full-time regular, full-time temporary, and part-time regular state-funded positions for those employees who were employed on or before July 1, 2016, and employed as of October 1, 2016. County and special funds are also available for those positions funded from those sources. Grant-funded positions are not eligible unless specifically permitted

by the grant and provided that funds are available. The one-time bonus is to be paid in October 2016.

Bonus (Part-Time Temporary Positions)

For the fiscal year 2016-17, it is recommended that a one-time bonus be awarded in October 2016 for part-time temporary positions for those who worked more than 28 hours during the 2015-16 fiscal year, were actively employed in 2016, and are actively employed as of October 1, 2016. The bonus would include a one-time amount of \$250 for those employees who worked 300 hours or more during the 2015-16 fiscal year, and a one-time amount of \$150 for those employees who worked less than 300 hours during the 2015-16 fiscal year. This one-time bonus is to be paid in October 2016.

Educational Advancement Increase

Per College policy, it is recommended that a 4% base salary increase be awarded to those employees who attained an advanced degree between July 1, 2015, and June 30, 2016.

	Fund Source			
	State	County	Special	Total
Base Salary Increase (Recurring)	\$289,508	\$29,347	\$32,546	\$351,401
Advanced Degree Increase (Recurring)	\$27,877	\$0	\$0	\$27,877
One-time Bonus (Non-recurring) (includes benefits)	\$392,167	\$36,625	\$40,603	\$469,395

State funds provided \$316,739 for state employees' permanent salary increase. The balance will be paid from other state funds. State funds provided \$392,028 for state employees' one-time bonus and benefits.

Upon a recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve:

- A **Base Salary Increase** of 1.7% be awarded to eligible state-, county-, special-, and grant-funded positions retro-effective to July 1, 2016, for those employed as of October 1, 2016.
- A **Bonus** of 1.5% be paid to eligible state-, county-, special-, and grant-funded positions in October 2016 for those employed as of October 1, 2016.
- A **Bonus** be paid to eligible part-time temporary state-, county-, special-, and grant-funded positions in October 2016. A one-time amount of \$250 to be paid to employees who worked 300 hours or more in the 2015-16 fiscal year and a one-time amount of \$150 to be paid to employees who worked at least 28 hours, but less than 300 hours in the 2015-16 fiscal year.

- An **Educational Advancement Increase** of 4% be awarded to the base salary of those eligible retro-effective to July 1, 2016.

The motion carried.

4. Enhancing Accountability in Government through Leadership and Education (EAGLE) Internal Control Program

Enhancing Accountability in Government through Leadership and Education (EAGLE) is the State's internal control program that was established by the Office of the State Controller (OSC) to meet the requirements of House Bill 1551, Chapter 143D "State Governmental Accountability and Internal Control Act."

REVIEW

EAGLE program activities touch a number of areas within the College, including Accounting, Purchasing, Human Resources, and Financial Aid. This year's testing included all high and moderate risk financial accounts, plus IT general controls program.

Our internal control testing activities found no significant issues this year.

In addition to internal control testing, the EAGLE program also provides a set of performance standards focused on Federal Grants, General Accounting, Procurement, and Student Financial Aid. The College met all of the performance standards.

5. Supplemental State Budget Allocation

Supplemental State Budget Allocations received after the FY 2015-16 State Budget was finalized.

#1	Customized Training	\$ 57,740
	BioNetwork	382,093
	Male Minority Mentoring	17,234
	BioNetwork-Equipment	<u>30,000</u>
		\$487,067

6. Financial Reports

A summary of expenditures through August 31, 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.

I. REPORT FROM NCACCT

Mr. Vinson thanked the trustees who had attended the NCACCT Leadership Seminar in Charlotte on September 7-9, 2016. Record attendance was noted at the event with participation of 55 of the 58 North Carolina community colleges.

Mr. Vinson relayed his concerns about the shortfall in educational funding to community colleges that occurred during the last legislative budget session, when the final Conference Committee met to determine the State budget. The Conference Committee is made up of leadership from the House and the Senate and community colleges have typically not fared as well as North Carolina universities. It was during this latest session that \$10 million dollars allocated for increased salaries for community college faculty and staff was removed. Another \$40 million was set aside for three universities who had lowered their tuition rates to \$500. Mr. Vinson stressed that the NCACCP, the NCACCT, and the NCCCS must work together to improve the community college's lobbying position when it comes to budget negotiations during final Conference Committee meetings.

Mr. Vinson also relayed his concern that with the recent passage of the NC Connect Bond funding, local governments will cut back on their capital distributions to community colleges. Trustees need to help local government understand how important their funding is to the maintenance and safety at our campuses which are not expenses covered by Bond funding.

Dr. Jimmie Williamson, the NCCCS President, recently appointed Ms. Jennifer Haygood to Chief of Staff. Mr. Vinson felt this was a good move as it freed Dr. Williamson to be out in the field making contacts with State legislators and community leaders. Building those relationships could lead to an improved lobbying position when it comes time to negotiate the next State budget for community colleges.

Dr. Watson thanked Mr. Vinson for his update which helps to keep trustees informed about what is taking place in State legislature and local government bodies.

J. CHAIRMAN'S REPORT

1. Thank you.

Chair Watson thanked the Board for their support of him as their next Board Chair. He relayed that all trustees on the Board have a part to play and a place at the table to serve the people of Gaston and Lincoln counties – they affect lives. A message he had heard and stands by is that if you improve economic development, you improve education. It also works that if you improve education, you improve economic development. A quality workforce sustains a community.

2. Board Committees

Chair Watson thanked the Board for their responses during sign-up for the Board Committees. He encouraged Trustees to support the chairman of their respective sub-committee and make an effort to be available to participate when meetings are scheduled

which would alleviate quorum issues. The decisions made by Trustees in Board subcommittees are very important as they directly influence decisions of the full Board.

3. Ad Hoc Committee on Advocacy

During the Board Retreat last February, Trustees recognized a need to increase their advocacy efforts for the College. An Ad Hoc Committee on Advocacy was formed and met to determine ways in which Trustees could work to increase advocacy efforts. Dr. Watson would like to continue this effort and asked Mr. Brett Keeter if he would consider chairing the committee; Mr. Keeter agreed. Mr. Keeter agreed to send out an email in the next few days asking Trustees to join him on this committee to work to find ways to increase advocacy for Gaston College on local and state levels.

4. Board Self-Evaluation Survey

Chair Watson asked the Trustees to review the questions associated with the Board Self-evaluation they complete each year and discuss at their Board Retreat. A copy of the questions would be sent to them soon and suggestions for changes would be due to him by October 14, 2016. He would discuss the results with them at a later date.

K. ANNOUNCEMENTS

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

An updated copy of Board meetings was distributed. In July, the spring date for the 2017 Law/Legislative Seminar in Raleigh had been moved. More recently, the fall date for the 2017 NCACCT Leadership Seminar had been changed. Both dates were highlighted in red on the listing.

L. EXECUTIVE SESSION

In accordance with provisions of GS 143-318.11.(a)(5), Mr. Hovis moved, seconded by Ms. Davis, that the Board go into closed session to discuss the President's employment contract.

Mr. Hovis moved, seconded by Ms. Davis that the Board resume the open session to discuss the president's contract.

Returning to open session, the following motion was made:

Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees:

- **Approve a 1.7% permanent salary increase (same as that provided to all permanent full-time employees) resulting in a new base salary of \$156,966, to be funded by the President's authorized state salary of \$156,657 with the**

balance of \$309 to be funded by Gaston and Lincoln county allocations, effective July 1, 2016; and

- Approve a 1.5% one-time bonus of \$3,527 as authorized by the state for all permanent full-time state employees;
- Approve a special \$3,000 one-time bonus, with funding to be requested from the Gaston College Foundation Board of Directors, in recognition of an exceptional year of accomplishments for the College;
- Increase the allocation of local contribution amounts to \$55,771 and \$27,886 by Gaston and Lincoln counties, respectively, for the President's salary, in order to provide the same 1.7% salary increase and 1.5% bonus as other permanent full-time employees;
- Increase the President's paid personal leave days from 20 to 25 per year; and
- Extend President Skinner's employment contract for the period commencing July 1, 2016 for a two-year period incorporating the compensation terms noted above.

The motion carried.

M. AJOURNMENT

There being no further business to come before the Board, Chair Watson entertained a motion by Ms. Davis, seconded by Mr. Hovis, to adjourn the meeting. The motion carried.

Chair Watson declared the meeting adjourned at 5:52 p.m.

Respectfully submitted,

Stephen D. Campbell, Secretary

Dr. Jim R. Watson, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)