

**Minutes of the  
Gaston College  
Board of Trustees Meeting  
Myers Center Board Room  
November 14, 2016**

**Members Present:** Judge Craig Collins  
Mr. John Dancoff  
Mr. Brett Keeter  
Mr. Brad Overcash  
Mr. Tracy Philbeck  
Dr. 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:** Mr. Stephen Campbell, Secretary  
Sheriff Alan Cloninger  
Ms. Jennifer Davis  
Mr. Ron Hovis

**Others Present:** Ms. Julia Allen, Dr. Don Ammons, Ms. Jackie Ammons, Mr. Todd Baney, Mr. Patrick Boylan, Ms. Mary Ellen Dillon, Ms. Michelle Domenech, Ms. Lynda Ellington, Ms. Jodi Huffman, Ms. Nita Johnson, Ms. Renita Johnson, Dr. Joe Keith, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Mr. Talmage McInnis, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, Ms. Heather Woodson; and Mr. Carl Stewart, College Attorney.

- **Board Chair Dr. Jim Watson called the meeting to order at 4:02 p.m. and declared a quorum present.**
- **Invocation – Mr. Vinson**
- **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. Mr. Dancoff made a motion to approve the agenda; Mr. Philbeck seconded the motion. The motion carried.**

**B. APPROVAL OF THE MINUTES FROM THE SEPTEMBER 26, 2016, BOARD MEETING.**

**Chair Watson presented the Minutes of the September 26, 2016, Board Meeting and asked if there were any additions or corrections. No changes were identified. Mr. Vinson made a motion to approve the September 26, 2016, minutes; Mr. Philbeck seconded the motion. The motion carried.**

**C. WELCOME AND SPECIAL PRESENTATIONS**

**1. Welcome**

Dr. Skinner welcomed Ms. Michelle Domenech, Faculty Senate President-elect; Ms. Jackie Ammons, spouse of Dr. Don Ammons; and Ms. Nita Johnson, visiting doctoral student, to the meeting.

Dr. Skinner Introduced:

Mr. Talmadge McInnis, Police Officer-Campus Police and Security

Dr. McElhoe Introduced:

Ms. Jodi Huffman, Coordinator-Innovative Programs and Certification Development

**2. Resolution: In Honor of Dr. Don Ammons**

Dr. Watson read the resolution in honor of Dr. Don Ammons to the Board; he then presented Dr. Ammons with a framed copy. Dr. Watson relayed his thanks to Dr. Ammons on behalf of the Board for his 15 years of leadership during an evolutionary time when he worked to implement new programs, activities, and strategies to benefit students of Gaston and Lincoln counties to position them for even greater success.

Dr. Patricia Skinner added that under Dr. Ammons' leadership 15-20 new programs have been added, WSGE 91.7 FM has grown, the quality of our programs has increased, and relationships with community organizations and Gaston and Lincoln County schools have flourished creating even more educational opportunities for students. The past 15 years have had their challenges, and Dr. Ammons has faced those "opportunities" and has earned the respect of the community, his colleagues, and the College as a whole.

**Gaston College Board of Trustees  
Resolution  
Honoring the Accomplishments of Dr. Don Ammons**

**WHEREAS**, Dr. Don Ammons has provided valuable service as Vice President for Academic Affairs since 2001; and

**WHEREAS**, Dr. Ammons has overseen all facets of operation of the Academic Affairs Division, formulating policies, procedures, and strategies for the effective operation of the division, including supervision of Arts and Sciences; Developmental Education; Science and Mathematics; Social/Behavioral Sciences; Health and Human Services; the Learning, Persistence, and Completion Center; the Libraries; the Lincoln Campus; and WSGE; and

**WHEREAS**, Dr. Ammons has worked with the President, Board of Trustees, and Executive Council to provide vision and leadership to promote the mission of the College by supporting student success and access to lifelong learning; providing high quality, flexible, affordable, and comprehensive educational programs; promoting services to respond to public schools, peer institutions, colleges and universities, and consortiums; and participating in the Strategic Planning Process; and

**WHEREAS**, Dr. Ammons provided strategic academic support to the President and the faculty; worked cooperatively with deans, department chairs, directors, program coordinators, faculty members, and staff in the administration and delivery of instructional programs; developed and monitored annual goals and objectives for each area of the instructional programs based on the College's mission and a clear understanding of the instructional needs of students; oversaw the academic activities of all instructional programs at all campuses and all off-campus sites, and ensured that they complied with College policies, procedures, goals, objectives and all relevant accreditation standards; worked closely with local educational systems to create and supervise all partnerships; established and oversaw the Gaston College Early College High School; and

**WHEREAS**, Dr. Ammons was instrumental in recruiting administrative and educational leaders to support the mission of the Academic Affairs Division to educate students from Gaston and Lincoln Counties to assist in the attainment of their educational goals and to provide a path to a better future; and

**WHEREAS**, Dr. Ammons has been committed to exhibiting leadership based on the qualities of trust, integrity, honesty, mutual respect, forthrightness, cooperation, high expectation, openness, and confidence in colleagues; and

**WHEREAS**, Dr. Ammons has set a high standard of professionalism that is portrayed to colleagues, students, and the community; he has worked tirelessly with faculty, staff, and students; he has represented the College with sincere dedication and vigor; and therefore be it

**RESOLVED**, that the Gaston College Board of Trustees hereby gives formal expression of its gratitude to Dr. Don Ammons and does hereby acknowledge his substantial contributions to this organization during the past fifteen years and directs that this Resolution be placed in the minutes of the Board of Trustees and a copy be given to Dr. Ammons.

Respectfully,

Jim R. Watson, Chair

Stephen D. Campbell, Secretary

November 14, 2016

**Upon a motion by Mr. Dancoff, seconded by Ms. Robinson, the Gaston College Board of Trustees moved to adopt this resolution recognizing the leadership of Dr. Don Ammons during his 15 years as Vice President for Academic Affairs and directed that it be recorded in the official Minutes of the Board of Trustees. The motion carried.**

### **3. Arts and Sciences Division Initiatives and Impacts**

Ms. Heather Woodson provided a presentation that highlighted the major initiatives within the Arts & Sciences division. She provided insight into how Multiple Measures of Placement, the Developmental Education redesign, the Comprehensive Articulation Agreement revision, implementation of SPARC3, creation of the Transfer Advising Center and the Writing Center, and the Reverse Transfer initiative have impacted Gaston College. Graphs were presented that showed the improvement in graduation rates for students in the Arts, Sciences, and Fine Arts programs. Another graph showed the improvement in enrollment in the Arts & Sciences areas since 2007-08 to 2015-16.

Ms. Woodson thanked Dr. Skinner and Dr. Ammons for their support during the last eight years when many of the above mentioned initiatives were implemented. Dr. Skinner, in turn, thanked Ms. Woodson for her work to find new ways to increase student success rates and educational opportunities for students to reach their goals.

### **D. PRESIDENT'S REPORT**

Following is a summary of Dr. Skinner's activities and travel since the September 26, 2016, Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- Small Business Roundtable - The Gaston Regional Chamber, the National Federation of Independent Businesses (NFIB), and Gaston College's Small Business Center hosted a Small Business Roundtable on September 27, 2016.
- Dr. Jimmie Williamson Welcome Reception - Dr. James C. "Jimmie" Williamson became the eighth president of the NC Community College System on July 1, 2016. On September 30, Gaston College hosted a welcome reception at the Kimbrell Campus to introduce him to Gaston and Lincoln counties' legislators, civic and business leaders, and educators.
- Lincoln County Chamber Work Ready Community - On October 4, 2016, the Lincoln County Chamber celebrated Lincoln County's certification as a North Carolina Work Ready Community.

- ACCT Leadership Congress – New Orleans, LA - The ACCT Leadership Congress was held in New Orleans on October 5-8, 2016, and Mr. Randy Vinson, Mr. James Smith, and Dr. Skinner attended the event. This year's theme was "Call to Action: Leading With Intent."
- Alumni Speakers Series – Mr. George Ratchford - On October 12, 2016, Mr. George Ratchford, Vice President for PSNC Energy, was featured in Gaston College's Alumni Speakers Series.
- North Carolina Institute of Medicine (NCIOM) Annual Meeting - On October 19, 2016, Dr. Skinner attended the NCIOM Annual Meeting in Raleigh. The theme of this year's annual meeting was, "Economic Development for a Healthier North Carolina."
- Gaston College Faculty/Staff Meeting - Gaston College held a Faculty/Staff Meeting on November 2, 2016. Dr. Skinner relayed information to the Board on the various topics discussed.
- North Carolina Student Success Center Advisory Board Meeting - On November 10, 2016, the North Carolina Student Success Advisory Board met at Gaston College's Kimbrell Campus. The primary function of the Advisory Board is to provide input and feedback on the Center's strategic direction, scope of work, prioritization of activities and work planning, stake holder engagement, and implementation. Dr. Skinner serves as chair of the committee.
- Annual Scholarship Legacy Dinner - Gaston College held its Annual Scholarship Legacy Dinner on November 10, 2016. This is an evening that unites our Gaston College scholarship recipients and the donors who help them to achieve their educational goals.
- President's Cabinet Meeting Items of Note - A President's Cabinet meeting was held October 20, 2016. Dr. Skinner relayed to the Board several of the divisional highlights of the reports distributed at the meeting.
- Community College Day – Spring 2017 - The North Carolina Community College System recently notified all the community colleges in North Carolina that a Community College Day is being planned in Raleigh for spring 2017.

## **E. SGA PRESIDENT'S REPORT**

Ms. Knowles gave the following update on SGA activities since September 26, 2016. The report in its entirety is filed with the minutes.

- Club Day - Gaston College hosted Club Day on October 5, 2016. This year's theme was TV Land.
- Go Pink Day - Breast Cancer Awareness Month was celebrated on each of the three campuses. Students had a chance to spin the *Press Your Luck Wheel* and test their knowledge about Breast Cancer facts.

- Halloween Events - SGA sponsored Popcorn Day, Pumpkin Decorating, and a Halloween Costume Contest. All of the programs were a huge success.
- Student Leadership Development Program (SLDP) - Mr. Raphael Tehandon, SGA Senator, attended a mini-session for SLDP on October 21-22, 2016, in Raleigh, NC.
- N4CSGA - On October 27-30, 2016, four executive board members and three senators from SGA traveled to Atlantic Beach to participate in the fall 2016 N4CSGA conference.
- SGA411 - The SGA411 events for November, on all three campuses, focused on encouraging students to participate in the 2016 Election and attending the Gaston College Community Resource Fair.

## **F. FACILITIES**

### **1. Capital Reports**

Capital reports on the Center for Advanced Manufacturing and the Veterinary Technology Facility were submitted for the Board's information and review. No action was required.

#### Center for Advanced Manufacturing (CAM)

The project is 79% complete. Exterior insulation sheathing, masonry, stucco and roofing are near completion. The general contractor has requested additional time due to the unsuitable soil issue. The estimated delay changed the project completion date to mid-February 2017 but will not affect start of classes. The building is scheduled to open in summer 2017 for a few programs and be fully operational for fall 2017.

#### Veterinary Technology Facility

As of October 20, Stewart, Cooper, Newell is gathering information from consultants and will then contact Ryan Scruggs at the State Construction Office to initiate a design contract for the project.

## **G. FINANCE**

### **1. FY 2017-18 Lincoln County Operating Budget**

The Lincoln County Manager's Office has requested that the College submit its County budget in January. Capital expense and maintenance of the Lincoln Campus are budgeted by the County. The budget approved for the College by Lincoln County for FY 2016-17 was \$170,000 for operating expenses and \$30,000 for capital.

The FY 2017-18 budget includes the following budget requests:

- Funding retirement and health insurance incremental increases for two years (\$1,996) (\$873 unfunded from 2016-17 and \$1,123 for 2017-18)
- Funding salary increases for two years (\$8,260) (\$2,363 unfunded from a 2% increase in 2016-17 and a 3% salary increase \$5,897 for 2017-18)

- Funding the balance of an existing full-time police officer, assigned to second shift, currently partially funded (\$17,741)
- Funding a part-time receptionist (\$12,481)
- Funding to support a portion of the operating costs for campus security - police dispatching and uniforms (\$13,490)

The overall requested operating budget reflects a \$53,968 increase compared to the FY 2016-17 approved budget.

The police officer positions are critical to the safe operation of the campus, particularly in light of security concerns in educational institutions across the country. Two full-time police officers will provide police coverage for both the first and second shifts. The funding for a part-time receptionist will help fill the vacancy created when the position was eliminated from the county budget in FY 2011-12.

N.C. statutes require the tax-levying authority of each institution provide adequate funds to meet the financial needs of the institution for capital, plant operations and maintenance, campus police and security, and support services. (GS. 115D-32)

Capital needs continue to be identified that cannot be met with the current \$30,000 capital allotment.

The FY 2017-18 Lincoln County Operating Budget request reflects an increase of \$53,968 from the approved budget of \$170,000 for FY 2016-17, for a total budget request of \$223,968 and a capital budget request of \$50,000.

**Upon a recommendation from the Facilities Committee, Mr. Smith (in the absence of Finance Committee Chair Campbell) moved that the Gaston College Board of Trustees approve the FY 2017-2018 Lincoln County Operating Budget. Dr. Ragan seconded the motion. The motion carried.**

## **2. Proposed Testing Fee for Proctored Tests and Exams**

Gaston College serves as an approved proctor site for long-distance education tests and exams for other colleges and universities. The proctoring service has related expenses such as paper, toner, scratch pads, pencils, postage, and staff salaries. No testing fees are currently charged.

Surrounding community colleges charge \$10-\$25 in proctoring fees:

- Rowan Cabarrus \$10
- Cleveland \$15
- Isothermal \$20
- CPCC \$20
- Catawba Valley \$25

A nominal fee of \$20 was proposed for proctor tests and exams for non-Gaston College students. The fee will cover related expenses discussed above.

**Upon a recommendation from the Facilities Committee, Mr. Smith (in the absence of Finance Committee Chair Campbell) moved that the Gaston College Board of Trustees approve charging a \$20 testing fee for proctored tests for non-Gaston College students effective January 1, 2017. Mr. Vinson seconded the motion. The motion carried.**

### **3. Supplemental State Budget Allocation**

Supplemental State Budget Allocations received after the FY 2016-17 State Budget was finalized. This item was presented for the Board's information and review.

#2	Customized Training	\$ 48,038
	Student Affairs – Career Coaches	71,428
	Carryforward – Basic Skills	12,308
	Carryforward – Performance Funding	210,371
	Carryforward – Equipment	91,598
	Carryforward – Instructional Resources	7
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		\$433,750

### **4. Financial Reports**

A summary of expenditures through September 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. Vinson relayed that members of the NCACCT Executive Board, the NCACCP, and the State Board were in attendance at a Joint Legislative Planning Committee meeting recently held at the NCCCS Office. An explanation was relayed as to how the System Office would be approaching their budget priorities for this year. Following that meeting, the NCACCT Executive Board approved supporting the NCCCS recommendations for priorities for the State budget. Those priorities will be presented to the General Assembly.

Currently, the NCACCT is in the process of restructuring the Community College Political Action Committee (PAC). A meeting of the PAC will be held in Pinehurst on November 28. Trustees involved in the PAC would like to see it expanded to 25-30 people. Mr. Vinson stressed this is important if community colleges are going to compete with universities for State educational funding.



## **I. CHAIRMAN'S REPORT**

### **1. Re-appointment of Foundation Board Members**

Pending Board of Trustees approval, Mr. Fred Jackson, Dr. Kevin DiBella, Ms. Judith Maloney, and Mr. Brenard Dalton have agreed to serve on the Gaston College Foundation Board.

Mr. Fred Jackson will serve a second four-year term, 2016-17 through 2019-20.

Dr. Kevin DiBella will serve a second four-year term, 2016-17 through 2019-20.

Ms. Judith Maloney will serve a second four-year, 2016-17 through 2019-20.

Mr. Brenard Dalton was appointed to fill an unexpired term that ended in 2015-16. He will serve a full four-year term, 2016-17 through 2019-20.

**Chair Watson entertained a motion from Mr. Keeter that the Gaston College Board of Trustees approve the re-appointment of Mr. Fred Jackson, Dr. Kevin Dibella, Ms. Judith Maloney, and Mr. Brenard Dalton to serve on the Gaston College Foundation Board of Directors. Judge Collins seconded the motion. The motion carried.**

## **J. ANNOUNCEMENTS**

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

He provided information on the recent request he had made for feedback concerning the Board Self-evaluation survey. He had received one response relaying the survey was too long. The survey will be distributed again in January with a few minor tweaks, but no major changes.

He recognized and congratulated Mr. Stephen Campbell and Mr. Brett Keeter as recipients of the William Gaston Award for public service presented by the Gaston County Board of Commissioners.

Chair Watson also brought to the Board's attention an article in the Charlotte Business Journal about enrollment at the 58 North Carolina community colleges. Gaston College is currently ranked 9<sup>th</sup> with 6,990 students.

He concluded the announcements by wishing everyone a Happy Thanksgiving.

**K. AJOURNMENT**

**There being no further business to come before the Board, Chair Watson entertained a motion by Judge Collins, seconded by Mr. Philbeck, to adjourn the meeting. The motion carried.**

Chair Watson declared the meeting adjourned at 5:33 p.m.

**Respectfully submitted,**

**Stephen D. Campbell, Secretary**

**Dr. Jim R. Watson, Chair**

**Mary Ellen Dillon, Recording Secretary**

**(College Seal)**