

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
Myers Center Board Room
August 26, 2013**

Members Present: Mr. Stephen Campbell, Chair
Sheriff Alan Cloninger
Mr. Tom Keigher
Ms. Rhonda McLean
Ms. May Gray Robinson
Ms. Patricia Rudisill
Mr. James Smith, Secretary
Mr. Randy Vinson
Dr. Jim Watson
Ms. Aubrey Gardner, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Ron Hovis
Mr. Jim Ragan, Vice Chair
Mr. Ray Ratchford
Mr. Bill Sudyk

Others Present: Ms. Julia Allen, Mr. Don Ammons, Mr. Todd Baney, Mr. Bob Blanton, Mr. Patrick Boylan, Ms. Lythia Bynum, Ms. Michelle Byrd, Ms. Jamie Conrad, Mr. Josh Crisp, Ms. Joyce Crumpton, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Karen Duncan, Mr. Rusty Graham, Dr. Linda Greer, Ms. Laura Hines-Dellinger, Ms. Tracy Hutchens, Ms. LeAnne Johnson, Dr. Joe Keith, Mr. Marshall Knox, Dr. Karen Less, Mr. Marlo Lipscomb, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Mr. Whit Preston, Ms. Rachel Price, Dr. Silvia Patricia Rios-Husain, Ms. Kelly Vass, Ms. Tanisha Williams, and Mr. Carl Stewart, College Attorney.

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

Mr. Campbell reminded Trustees of the ethical requirements of those who serve as public servants and requested they identify any conflicts of interest present. None were identified.

A. APPROVAL OF THE AGENDA

Upon a motion by Sheriff Cloninger, second by Mr. Smith, the Agenda was approved as presented.

B. APPROVAL OF THE MINUTES FROM THE JUNE 24, 2013, BOARD MEETING

Upon a motion by Mr. Vinson, second by Ms. Rudisill, the Board Minutes from the June 24, 2013, Board Meeting were approved as submitted.

C. INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Welcome and Introductions

Dr. Skinner welcomed Ms. Joyce Crumpton, Staff Senate Present, and Mr. Josh Crisp, Staff Senate Vice President to the meeting.

Drs. Ammons, Greer and Ms. McCrory introduced the new employees in their departments.

2. Special Recognition of Faculty Members

Dr. Ammons recognized two of his faculty members, Ms. Jamie Conrad and Ms. Karen Duncan, for their outstanding achievements in their fields of study.

Ms. Conrad, Instructor, Business Administration, was the winner of the Region 3 Teaching Excellence Award and also the recipient of the 2013 International Teaching Excellence Award by the Accreditation Council for Business Schools and Programs (ACBSP) representing associate degree-granting institutions.

Ms. Duncan, Instructional Technology Specialist, was awarded The Blackboard Exemplary Course Award at the July 2013 BbWorld Conference. The award recognizes course creators and faculty around the world who develop exciting and innovative courses that represent the very best in technology and learning. Ms. Duncan won the award based on her course – OST 284-Emerging Technologies.

Ms. Michele Byrd, Dean-Business and Information Technology Division, was also recognized for her efforts with the reaffirmation of accreditation of the Business and Information Technology Division, as well as her involvement as past secretary and president of the ACBSP. Ms. Byrd currently serves on the Associate Degree Board of Commissioners that reviews and reaffirms other business colleges in the United States.

3. Study Tours Presentation

Mr. Bob Blanton, Chair/Instructor-Social/Behavioral Sciences, gave a presentation on the recent Study Tours trip to China during May 20-29, 2013. A flyer was distributed to the

Board giving a brief history and purpose of the program. The tours have taken participants to seventy-five countries and principalities around the world. Mr. Blanton reminded the Board that the program is not considered a vacation, but an educational trip to globalize our educational process here at Gaston College. The next Study Tours trip is scheduled during the week of Thanksgiving and will be to Edinburgh, Scotland and London, England.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's report to the Board:

- Textile Technology Center – an increase in revenue of 2.4% compared to last year. The Center performed billable services for ten new customers in June, in addition to signing an agreement with DuPont.
- Consumer Information Web Page – a student consumer information page has been created on the Gaston College Website. Other additions to the page are planned during this year's redesign of the entire website.
- 50th Anniversary Founders Dinner – Gaston College will participate in the western regional 50th Anniversary Dinner at Rock Barn Golf and Spa in Conover on October 9, 2013. Each college will have 10 seats. Mr. Stephen Campbell will attend as a representative of the Board.
- Bessemer City Opportunities – the College is progressing with plans to offer GED classes in Bessemer City and also explore the possibility of offering Small Business Center consultations and referrals there as well.
- 2013 Teaching and Learning Conference – over 1,000 teachers and administrators participated in the conference held on August 7 and 8 on the Dallas Campus. The conference offered 15 different sessions related to math, science, reading and technology.
- Gaston Early College School De-briefing – Drs. Skinner, Ammons, and Ms. Kimberly Wyont, along with administrators from Gaston County Schools met to share positive comments and challenges from 2012-13. Overall, both Gaston County Schools and Gaston College felt the partnership was positively progressing.
- Gaston Regional Chamber of Commerce-Economic Development Division – a meeting was hosted by Gaston College on August 13, 2013, in the Rauch Science and Fine Arts Building. A presentation on "Creating a Bright Future for our Community", which also covered information on the new Center for Advanced Manufacturing, was presented to approximately 40 guests in attendance.
- Advertising and Recruiting Guidelines for North Carolina Community Colleges – a committee of several staff and North Carolina Community College presidents, of which Dr. Skinner serves as Chair, have been meeting for several months evaluating and developing guidelines to assist colleges in the advertising and recruitment of students. The Guidelines will be presented to the North Carolina Association of Community College Presidents for approval at its September 18, 2013, meeting.
- Career Expo – representatives from the College will have a booth at the Career Expo to be held October 1, 2013, at the Gastonia Conference Center. Brochures, flyers,

and other marketing materials will be distributed to reach prospective students, displaced workers, and other adults looking for training in various careers.

- Kudos to Students and Faculty – congratulations to Mr. Ken Spitler and the EMS Education Department for the successful submission of a grant proposal to revise the current Emergency Medical Science degree program curriculum. The amount received for the grant was \$120,000.

Congratulations to the Medical Assisting students for achieving a 100% pass rate on the national certification exam.

Congratulations to Ms. Angela King, Instructor-Associate Degree Nursing, who was named into the Great 100 for 2013. This organization is supported by the state's hospitals and nursing schools, and annually recognizes the top 100 nurses in the state.

- Strategic Plan – plans are underway and progressing. Attached to the President's report is Addendum A – Scope of Work, which outlines the activities of the plan.
- Meetings and events attended since the June 24, 2013, Board meeting were reviewed.

Dr. Skinner's full President's Report to the Board is included with the Board Minutes.

E. SGA PRESIDENT'S REPORT

Ms. Gardner gave the following report from the SGA:

- SGA Leadership Training – newly elected Executive Board members and Senators completed their training on June 24-27, 2013. Training consisted of team building, Robert's Rules, etiquette, policy and procedures, and planning activities for the 2013- academic year.
- First Senate Meeting – the SGA's first official meeting for the 2013-14 academic year was held August 27, 2013.

F. FACILITIES

In the absence of Facilities Chair, Mr. Jim Ragan, Chair Campbell presided over the Facilities portion of the Board meeting.

1. Razing of Duplex on Alice Avenue

The College purchased property located on 100 Alice Avenue, Belmont, NC, in September 2008 for \$112,000 to be used for future parking needs at the Kimbrell Campus and Textile Technology Center. Approval to purchase the property were used with state bond funds from the year 2000, and was authorized by the State Board of Community Colleges on June 20, 2008.

Duplex units located on the property were constructed in 1940. Only one unit is currently rented on a month-to-month basis. Each unit will require repairs in the amount of approximately \$10,000, in addition to extensive work on the roof.

The Finance and Facilities Committee recommends demolition of the Alice Avenue duplex. The demolition cost is estimated up to \$14,000. The disposal of the duplex by demolition will require approval by the State Board of Community Colleges following approval of the Gaston College Board of Trustees.

At this time, there is no immediate need for additional parking at the Kimbrell Campus and Textile Technology Center. Once the duplex is demolished, the property will be left as a seeded, empty lot and maintained by keeping the grass mowed. Electric and phone lines will be terminated and sewer and gas lines will be capped at no cost to the College.

Upon the recommendation by the Facilities Committee, the Gaston College Board of Trustees approved the demolition of the duplex located on 100 Alice Avenue, Belmont, NC, that was purchased by state bond funds in September 2008. The motion passed.

2. 2013-2014 Proposed County Capital Priorities

The budget year total for the County Capital Priorities for 2013-2014 is \$453,219. The projects have been prioritized, which cover an elevator upgrade in the Craig Arts and Sciences Building (CAS); OSHA/ADA – NFPA 70e & Confined Space; HVAC repairs and replacements in both the Craig Building and the Comer Engineering and Technologies Building (CET); roof repair in CET; sewer line at the Kimbrell campus; relocation of the Campus Police Department; energy conservation, and maintenance reserve.

The proposed county capital priorities are presented to the Board as a matter of information.

3. Capital Reports

Monthly summaries of the capital reports were submitted to the Board for information only.

Kimbrell Campus – Esthetics Conversion

Construction is complete. The Certificate of Occupancy was received on August 1, 2013. A small punch list of items is in progress. Work is being done to bring four salon equipment items up to U.L. The state equipment inspection will be scheduled once U.L. certification is complete. The first esthetics class is scheduled to begin September 9.

Myers Center Café – ADA Improvements

Construction is complete. The Certificate of occupancy has been received. The vinyl tile flooring issues have been completed, and the café re-opened to students, faculty and staff on August 19.

Pharr Renovation and Expansion – Phase I

Several meetings have been held with the architects and engineers. The Schematic design is approximately 50% complete. A field survey has been completed and mapping is in progress. Construction is scheduled to begin May 2014, with a planned completion date of December 2014. The College will continue with its fall program during the time construction work is in progress.

Update on Center for Advanced Manufacturing

The advertisement for architects was published in early July. The College received 27 proposals. The committee will be meeting in mid-September to review the architect submittals.

G. FINANCE

1. Selection of Independent Public Accounting Firm

At the Board meeting of June 24, 2013, a motion was passed to move away from the State Auditor's Office to an independent public accounting firm for the annual financial audit for the College, Foundation, and Radio Station. The College solicited bids, and five accounting firms responded to the request for proposals. After a review of the proposals, three firms were eliminated based on criteria set by the state auditor's office. The two remaining firms, Cherry Bekaert and LB&A, were interviewed by Board Chair Stephen Campbell, Finance Chair James Smith, President Pat Skinner, and Vice President of Finance and Facilities Cynthia McCrory. The accounting firm of Cherry Bekaert was unanimously selected based on extensive experience in the community college arena. The partner and audit manager for Cherry Bekaert both live in Gastonia, and the audit will be conducted from the Gastonia office.

The College will request approval of the audit firm from the State Auditor.

Upon a recommendation by the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees approve Cherry Bekaert as the independent public accounting firm for the annual financial audits for the College, Foundation, and Radio Station. The motion passed.

2. 2012-2013 Education Program Audit (FTE)

Selected class reports were reviewed for Spring Semester 2011 through Spring Semester 2012. The education program audit reviews maintenance of records, the reporting of student membership hours, and certain college procedures. Class visits were conducted on a random basis during the period of review.

The audit revealed one finding. A review of the Continuing Education records indicated that the records met the definition of non-traditional delivery method classes, but were reported as non-regularly scheduled classes utilizing contact hours. Documentation of actual time in class attendance was not available to support the contact hours reported for the students enrolled.

The audit recommendation stated that staff should ensure that the appropriate numbers of class hours are reported for budget/FTE. Staff should review all records reported for student membership hours for budget FTE since Fall Semester 2011 and make any necessary adjustments.

The College addressed and corrected the finding. No fines were incurred. The College issued a written response dated June 19, 2013.

This item is for information only, no action is required.

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

Enhancing Accountability in Government 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."

The College is required to use the EAGLE program as the basis for its internal control program. Effective internal controls are the foundation for managing risk and creating a safe and sound operating environment. The program is administered by college staff and submitted to the Office of the State Controller annually. The internal control testing activities found no significant issues this year.

This item is for information only, no action is required.

4. Supplemental State Budget Update

The state budget allocation was received after the FY 2012-2013 State Budget was finalized. It is presented to the Board as a matter of information and no action is required.

5. 2013-2014 State Budget Update

Ms. McCrory covered the FY 2013-2014 state budget highlights:

- No salary increases for faculty or staff except for circumstances associated with an increase in job duties and responsibilities
- Five days of bonus leave awarded to permanent employees who are eligible to earn leave that must be used by June 30, 2014
- Includes \$9 million in Performance based funding but reduced \$9 million from formula funds
- Added \$10 million non-recurring for Technical Education equipment
- Increased \$150,000 recurring for the Textile Technology Center in program specific categoricals
- Changed formula funding from a three-year to a two-year FTE average funding model

- Provided \$4 million non-recurring to mitigate impact of change in FTE average

The final working budget for the College is \$30,889,197, which is a budget reduction of \$1.8M from last year's budget.

A Budget Analysis was also reviewed listing the College's beginning working budget for 2013-14 and the final 2013-14 state budget resulting in a budget shortfall of \$2,266,082. A list of adjusting items needed to fill the budget shortfall was included in the Analysis.

This item is for information only, no action is required.

6. 2013-2014 Final County Budget

The final total operating budget adopted for Gaston College by the County Board of Commissioners was \$4,596,923, which included the 2012-13 base budget of \$4,426,923 plus \$170,000 in new funding for the Kimbrell Campus. The College had requested \$4,713,423. Increases in the retirement plan and health insurance costs, and the Duke Energy utility rate increase, were left unfunded and will need to be covered from cost savings in other areas.

The capital budget was approved for \$453,219, versus the \$697,259 historical funding level provided to the College.

Dr. Skinner expressed her appreciation to Commissioner Keigher for his support during this difficult year of budget reductions.

This item is for information only, no action is required.

7. Financial Reports

A Summary of Expenditures for the full FY 2012-2013 State, Gaston, and Lincoln operating budgets and college proprietary accounts in comparison to previous year were reviewed by the Board.

This item is for information only, no action is required.

H. REPORT FROM NCACCT

Mr. Vinson reported that although the College's state budget is not as good as we had hoped, he felt that the trustee association did a good job in getting the North Carolina Community Colleges through the tough budget year.

He encouraged the Board to attend the NCACCT Leadership Conference in Wilmington on September 4-6.

I. CHAIRMAN'S REPORT

1. Report from the Nominating Committee for 2013-2014 Board Officers

At the June 24, 2013, Board meeting, Chair Campbell appointed Dr. Watson, Chair; and Ms. McLean and Mr. Vinson to serve on a nominating committee for Board Officers for 2013-2014. Chair Campbell also served on the nominating committee.

On behalf of the Committee, Mr. Vinson moved to nominate the following Trustees to serve as officers for 2013-2014:

Mr. Smith, Chair
Dr. Watson, Vice Chair
Mr. Hovis, Secretary

There were no other nominations.

Upon the recommendation of the Nominating Committee, Mr. Vinson moved that the Gaston College Board of Trustees adopt the 2013-2014 slate of officers as presented. The motion passed.

J. ANNOUNCEMENTS

Chair Campbell shared a letter from Cindy Dean, Ed.D., Associate Dean at Stanly Community College, thanking the Board for its assistance last summer in participating in a survey that was required for her dissertation. Dr. Dean's research is the first such study to survey boards of trustees. A copy of her letter and Debriefing Statement was available for trustees to review.

Chair Campbell reminded the Board of future College meetings and events.

Upcoming Events, Meetings, and Reminders

- NCACCT Leadership Seminar – September 4-6, 2013 – Wilmington, NC
- Finance and Facilities Committee Meeting – September 16, 2013 – MC Board Room
- Board Meeting – September 23, 2013 – MC Board Room
- ACCT Annual Leadership Congress – October 2-5, 2013 – Seattle, WA

An updated 2013-2014 meeting schedule and trustee contact sheet was distributed to the Board.

Chair Campbell reminded trustees that there will be one more member joining the Board. The College is waiting on the appointment from the Governor.

K. ADJOURNMENT

There being no further business to bring before the Board, Chair Campbell asked for a motion to adjourn.

Sheriff Cloninger made a motion, second by Mr. Keigher, to adjourn the meeting of the August 26, 2013, Gaston College Board of Trustees. The motion carried. The meeting adjourned at 5:15 p.m.

Respectfully submitted,

James C. Smith, Secretary

Stephen D. Campbell, Chair

Sylvia Dixon, Recording Secretary

(College Seal)