

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
Myers Center Board Room
August 27, 2012**

Members Present: Mr. Stephen Campbell, Chair
Mr. Duane McCallister
Ms. Rhonda McLean
Mr. Jim Ragan, Vice Chair
Ms. Patricia Rudisill
Mr. James Smith, Secretary
Mr. Bill Sudyk
Dr. Jim Watson
Ms. Brittani Manning, SGA Vice-President

Dr. Patricia Skinner

Members Absent: Sheriff Alan Cloninger
Mr. Ron Hovis
Mr. Tom Keigher
Ms. Ann Neal
Mr. Ray Ratchford
Mr. Randy Vinson

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Todd Baney, Ms. Dena Bridges, Dr. Dewey Dellinger, Mr. Joel "Keith" Denson, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Guyann Fraley, Dr. Linda Greer, Ms. Amy Hamilton, Ms. Lori Hupp, Dr. Silvia Patricia Husain, Dr. Joe Keith, Dr. Karen Less, Ms. Nancy Marquardt, Ms. Wilma "Ginger" Matti, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Ms. Heather Robinson, Mr. Jack "Tony" Robinson, Ms. Susan Whittemore, Ms. Tanisha Williams, Mr. Carl Stewart, College Attorney, and Ms. Amanda Memrick, Gaston Gazette Education Reporter.

- **Board Chair Stephen Campbell called the meeting to order at 4:00 p.m. and declared a quorum present.**
- **Invocation – Mr. Smith**

- **Ethics Awareness and Conflict of Interest Reminder**

Mr. Campbell reminded Trustees of the ethical requirements for 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 Mr. Ragan, second by Mr. McCallister, the Agenda was approved as presented.

B. APPROVAL OF THE MINUTES FROM THE JUNE 25, 2012, BOARD MEETING

Upon a motion by Mr. Smith, second by Mr. Sudyk, the Minutes from the June 25, 2012, Board Meeting were approved as submitted.

C. INTRODUCTIONS

Dr. Skinner welcomed Ms. Susan Whitemore, Faculty Senate President; Dr. Karen Less, Dean of Continuing Education and Public Safety, representing Staff Senate; and Ms. Amanda Memrick, Gaston Gazette Education Reporter, to the meeting.

1. Introduction of New Employees

Dr. Skinner introduced Ms. Julia Allen, Development Officer/Executive Director-Gaston College Foundation. Ms. Allen began her new position at Gaston College on July 9, 2012, and will report directly to Dr. Skinner.

The following new employees were introduced by their respective Vice President: Ms. Dena Bridges, Instructor-Medical Assisting/Phlebotomy; Mr. Joel "Keith" Denson, Instructor-Music; Ms. Amy Hamilton, Instructor-Practical Nursing (Lincoln Campus); Ms. Lori Hupp, Instructor-Communications; Ms. Nancy Marquardt, Instructor-Developmental English/Reading; Ms. Wilma "Ginger" Matti, Instructor-Practical Nursing (Lincoln Campus); Ms. Heather Robinson, Instructor-Practical Nursing; Mr. Jack "Tony" Robinson, Instructor-Fire Protection Technology/Emergency Preparedness Technology; and Ms. Guyann Fraley, Secretary-Student Services.

In addition, Chair Campbell introduced Ms. Patricia Rudisill, a recent governor's appointee to the Gaston College Board of Trustees. Ms. Rudisill is a native of Dallas, and she and her husband reside in Gastonia.

2. Presentation – Achieving the Dream Update and Video Presentation

Dr. Dellinger presented a video and distributed booklets introducing the concept of ATD. During the College's first year of the ATD Initiative, it will be concentrating on the following five steps.

1. Commitment – The College has already submitted a Readiness Assessment and work plan to ATD. ATD coaches have been assigned to the College, and have already visited to lend support to our core and data teams.
2. Using Data to Prioritize Actions – Three years of student longitudinal data will be collected and disaggregated by different groups and categories.
3. Engage Stakeholders – A Student Success Summit is planned for October 30, 2012, at the Gastonia Conference Center. Letters of invitation will be going out to faculty, staff, and selected students. Dr. Scott Ralls, President of the NC Community College System, will be the guest speaker. Break-out sessions will be held to identify achievement gaps and issues.
4. Implement, Evaluate, Improve – An implementation plan will be developed in May that will address intervention strategies for increasing student success.
5. Establish a Culture of Continuous Improvement – A continuous improvement plan will be implemented to show measurable improvements through gathered data.

D. PRESIDENT'S REPORT

Dr. Skinner reported on the following items:

FTE Audit 2011-2012

A final report from the Education Program Audit from the fiscal year 2011-2012 revealed no audit exceptions or areas of concern identified during this reporting period. A copy of the letter from the NCCC System Office was distributed to the Board for information.

Performance Measures for 2010-11

The College met six of seven performance measures, with the measure on performance of college transfer students not in compliance. The standard was 83% of transfer students having a GPA equal to or greater than 2.0 after two semesters at a four-year college, and our rate was 80%. This measure has been revised in the new performance measures due to the difficulty that other colleges are experiencing with this measure. Copies of the Performance Measures for the years 2010-11 and 2009-10 were distributed for the Board's information.

Revised Performance Measures for 2013

New performance measures for the North Carolina Community Colleges were approved by the State Board of Community Colleges in October 2011. A list of the eight new performance measures and methodologies for each one were distributed to the Board for information.

Kimbrell Campus

The College's request for the Kimbrell Campus to be designated as a Multi-Campus Center was approved by the State Board on May 20, 2012. Funding to support the Multi-Campus Center location has been incorporated into the 2012-13 State Aid Allocations. A copy of the notification letter was distributed to the Board for information.

Accreditations

Recently, the College was notified regarding the following accreditations and reaccreditations:

Accreditation of the Engineering Technology Programs

Civil Engineering Technology
Electronic(s) Engineering Technology
Mechanical Engineering Technology

Reaccreditation

Criminal Justice Program

Advanced EMS Education Institution

The College received notification from the North Carolina Department of Health and Human Services/Office of Emergency Medical Services that the College has been credentialed as a North Carolina Advanced EMS Education Institution for both the Continuing Education and Curriculum programs, allowing the College to offer EMS certification classes.

The American Heart Association has renewed the College's Training Center Agreement until June 30, 2014, which will allow the College to offer American Heart Association (AHA) classes and issue AHA cards to students who successfully complete the AHA courses.

New Approved Programs

Two new programs, Cosmetology and Mechatronics Engineering Technology, will be offered for the fall semester 2012. Both programs have been approved by The State Board of Community Colleges and the Southern Association of Colleges and Schools Commission on Colleges.

Gaston Early College High School

The Gaston Early College High School began its school year on August 20 and will operate on the College calendar. The Early College model allows students to stay in school for an additional year (9th – 13th grades) and have an opportunity to earn a high school diploma and an associate's degree or significant college credit. The hours of operation will be 9:00 a.m. – 4:00 p.m. daily.

Student Success Summit

A Student Success Summit will be held October 30, 2012, at the Gastonia Conference Center, as part of the College's larger student success initiative, Achieving the Dream. Participants involved in the Student Success Summit will include faculty, and a selected number of staff and students. Achieving the Dream is a national reform network dedicated to community college student success and completion, focused primarily on helping low-income students of color complete their education and obtain market-valued credentials.

Other updates

Dr. Skinner updated the Board regarding committees on which she is currently serving, other items of interest regarding the College, and meetings she attended since the June 25, 2012, Board meeting.

The full President's Report to the Board is recorded with the Board of Trustees meeting minutes and filed in the Office of the President.

E. SGA PRESIDENT'S REPORT

At the June 25, 2012, Board Meeting, Mr. Ioannis Drougkas, was introduced to the Board as the 2012-13 SGA President representative. Since that time, Mr. Drougkas has returned to Australia and will be unable to serve his term as the SGA President. Ms. Brittani Manning, the SGA Vice President, will assume all duties and responsibilities of the SGA President and will take her oath of office on August 28, 2012, during the SGA Senate meeting.

Ms. Manning gave the following report to the Board:

Leadership training for the SGA Executive Board and Senators was completed in June, allowing them to become better acquainted with their new roles and responsibilities.

SGA members welcomed and assisted new and returning students with finding their way around campus during late registration.

The SGA hosted a Welcome Back Day Ice Cream Social at all three campuses to celebrate the beginning of the new academic year.

The SGA will hold its first official meeting of the 2012-13 academic year on August 28, 2012.

F. FACILITIES

1. Capital Reports

The following reports were submitted for information. Mr. Ragan called upon Ms. McCrory to give a visual report on the capital projects that are nearing completion. Ms. McCrory showed photos depicting the progress of each project as well as giving a verbal update for each one.

1. Lena Sue Beam Early College

There have been some last minute delays with the TAB report, which involves the testing and balancing of air systems, as well as finishing up the glass in the store front area. A communication with the Director of Operations at Matthews Construction indicates that the building may be ready for a final inspection the week of September 10. Ms. McCrory will be contacting the State Construction Office to schedule a date to meet that deadline. The College will be permitted to place furniture in the building by the first week of September, so this may help meet the mid-September completion date that was given to the schools.

2. Katherine Harper Testing Center

The project is complete. The Testing Center will bring all testing done on campus into one central location.

3. Boiler Building Project

The construction contract was let on August 6, with construction beginning August 20, 2012. The anticipated completion date is approximately two months.

4. BLET/Criminal Justice Firing Range Classroom Building

The project is complete. A dedication and open house is scheduled for October 4, 2012, from 2:00 – 4:00 p.m.

Mr. Ragan mentioned three other updates that were discussed at the Finance and Facilities meeting of August 20 – Center for Advanced Manufacturing (CAM), Café Operations, and Campus Safety. He suggested that those who

were not present at the meeting of August 20 refer to the minutes for a more detailed report on the initiatives.

G. FINANCE

1. Request for Budget Revisions

The following budget revisions were submitted for ratification:

- #18 Year-End Reconciliation
- #19 Year-End Reconciliation

The budget revisions are for year-end reconciliations.

Upon a recommendation from the Finance Committee, the Gaston College Board of Trustees ratified the above budget revisions as submitted.

Mr. Ragan noted that Form 104, used to report budget revisions, is no longer required by the North Carolina Community College System. In the future, the College will stream-line the process by notifying the Board of Trustees of any new funds allocated from the State, in a Supplemental Budget Allocation form.

2. FY 2012-13 State Operating Budget

State Budget

The State Board of Community Colleges adopted a \$1,352,246,478 budget for FY 2012-13. This net budget allocation includes a management flexibility reduction of \$83,233,302. The budget reports a 1.3% increase over the previous year. The budget also includes an additional \$250,000 in the regular equipment allocation. The State Board created a \$13,571,758 Compensation Increase Reserve Fund and rescinded the salary freeze adopted with last year's budget. The Compensation Increase Reserve Fund can be used to fund a 1.2% salary increase or to meet other compensation and operating requirements. Additional legislation provides special bonus annual leave of five days that must be used during the 2012-13 fiscal year. The 2012-13 budget legislation also designated the Kimbrell Campus as a multi-campus location and continued to provide some financial support for the Center for Applied Textile Technology.

Gaston College Budget

The FY 2012-13 State Operating Budget for Gaston College totals \$33,370,130. Below is a list of budget priorities for the college based on the state allocation

and recommendations from faculty, department chairs, deans, directors, vice presidents, and the goals and objectives of the College's strategic plan:

1. Support the College's Quality Enhancement Plan called Strengthening Academic Internet Learning. The goal of SAIL is to provide a high quality learning experience for students in online courses. (\$180,000 Budget)
2. Pursue student success through the Achieving the Dream program, which focuses on identifying and removing barriers to student success. (\$73,000 Budget)
3. Provide administrative support to Trio and Title III Grant staff focused on student retention. (Separate Grant Budgets)
4. Update student services processes by continuing to implement electronic document based processes.
5. Transition to the State's new Career and College Promise program, providing educational services to the high school population.
6. Continue to upgrade the College's technology infrastructure to provide effective services for students, staff and faculty and to enhance online class experiences.
7. Support education programs and services by adding the following administrative staff position: Application Analyst – Student Services.
8. Support the BioNetwork/BioEd Center (\$604,000 Budget) and the Textile Technology Center (\$353,000 Budget). (Separate State Allocations)
9. Enhance public awareness about programs and services.

Upon a motion by the Finance Committee, the Gaston College Board of Trustees approved the FY 2012-13 State Operating Budget as presented.

3. Salary, Advanced Degree, and Bonus Recommendation – FY 2012-13

Base Salary

The 2012-13 state budget includes funding for a 1.2% salary increase. Gaston College management recommended the following base salary increase guidelines be adopted:

- A 1.2% of base salary increase or \$500, whichever is greater
- Applicable to full-time permanent, part-time permanent, full-time temporary, and full-time grant-funded employees, where the grant does not already include a salary increase provision
- Must have been actively employed on or after July 1, 2012, and actively employed as of 9/1/12
- Retro-active to July 1, 2012, or to hire date, if hired after July 1, 2012

Advanced Degree

Gaston College management recommended funding a 4% base salary increase for faculty and staff advanced degree attainment per Gaston College policy:

- Cost of increase \$14,400

Bonus

Since there has not been a salary increase for employees since 2010, and in an attempt to compensate employees at a higher rate than the 1.2% salary increase funded by the state in a non-recurring format, Gaston College management recommended a bonus with the following guidelines:

- A one-time, lump-sum payment subject to availability of funds
- Applicable to full-time permanent, part-time permanent (pro-rated), full-time temporary, and full-time grant-funded employees, where the grant does not already include a salary increase provision
- Must have been actively employed on or after July 1, 2012, and actively employed as of the 1st day of the month in which the payment is processed
- A one-time, \$500 lump-sum bonus
- To be paid out in January 2013, if funds are available

Upon a motion by the Finance Committee, the Gaston College Board of Trustees approved a base salary increase of 1.2% or \$500, whichever is greater, effective July 1, 2012.

Upon a motion by the Finance Committee, the Gaston College Board of Trustees approved funding of \$14,400 for faculty and staff advanced degree attainment base salary increase, effective July 1, 2012.

Upon a motion by the Finance Committee, the Gaston College Board of Trustees approved a one-time, lump-sum bonus payment of \$500, subject to the availability of funds, to be paid in January 2013, to full-time and part-time permanent, full-time temporary and full-time grant

funded employees where the grant does not already include a salary increase provision.

4. Financial Reports

Summaries of expenditures for fiscal year-end 2012 and fiscal 2013 year-to-date for State, Gaston, and Lincoln Counties operating budgets and proprietary accounts, in comparison to the previous year, were presented to the Board for information.

H. REPORT FROM NCACCT

No report was presented.

I. NOMINATING COMMITTEE REPORT

1. Election of Board Officers for 2012-13

At the June 25, 2012, Board of Trustees meeting, Chair Campbell appointed Ms. McLean, Chair; Mr. Hovis, Ms. Neal, and Mr. Vinson to serve on a nominating committee for Board Officers for 2012-13.

On behalf of the Committee, Ms. McLean moved to nominate the following Trustees to serve as officers for 2012-13:

Mr. Campbell, Chair
Mr. Ragan, Vice-Chair
Mr. Smith, Secretary

There were no other nominations.

Upon a motion by Mr. Watson, second by Mr. McCallister, the Gaston College Board of Trustees adopted the slate of officers unanimously.

J. CHAIRMAN'S REPORT

Chair Campbell and Vice-Chair Ragan toured the Lena Sue Beam Early College Building, Katherine Harper Testing Center, and the WSGE Radio Station prior to the Board meeting on August 27. Chair Campbell asked that the tour be offered again to Board members prior to the Board meeting of September 24. He encouraged the trustees to participate. The tour will begin at 2:30 p.m. More details will be communicated before the September 24 date.

Chair Campbell attended the 2nd Annual Beach, Rhythm, and Blues Festival on August 25, sponsored by WSGE Radio Station. Mr. Campbell was impressed by the well-organized event and attendance.

K. ANNOUNCEMENTS

- NCACCT – September 5-7, Asheville Renaissance Hotel
- Finance and Facilities Committee meeting – September 17, 3:00 p.m., MC Board Room
- Board Meeting – September 24, 4:00 p.m. – MC Board Room
- Firearms Training Facility Dedication and Open House – October 4, 2:00-4:00 p.m., Gaston College Firearms Training Facility
- ACCT Annual Congress – October 10-13 – Boston, MA
- Student Success Summit – October 30, 12:00–4:00 p.m., Gastonia Conference Center

L. EXECUTIVE SESSION

In accordance with provisions of GS 143-318.11(6), Mr. Ragan moved, seconded by Mr. McCallister, that the Board go into closed session to discuss the qualifications, performance, and conditions of employment for the President.

Mr. McCallister moved, seconded by Mr. Ragan that the Board resume the open session to discuss the qualifications, performance, and conditions of employment for the President.

Returning to open session, the following motions were made.

On behalf of the Finance Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the following:

- **The State salary of \$153,342 authorized by the state budget for President Skinner, effective July 1, 2012**
- **The continuation of the current local contributions amount of \$64,392 to President Skinner's annual salary**
- **The addition of the auto allowance of \$1,170.25 per month to President Skinner's base pay effective September 1, 2012, and discontinue providing a separate auto allowance.**

Dr. Watson seconded the motion. The motion carried.

On behalf of the Finance Committee, Mr. Ragan made a separate motion that the Gaston College Board of Trustees extend President Skinner's employment contract for the period commencing July 1, 2012, for a two-year period incorporating the revised compensation terms noted above.

Ms. McLean seconded the motion. The motion carried.

President Skinner's Employment Contract is attached with these minutes and filed in the President's Office.

The President's Office received a request from Ms. Cindy Dean, a doctoral candidate at Liberty University's graduate education program. Ms. Dean requested that the Gaston College Board of Trustees participate in a survey that she is doing as part of her doctoral research. The surveys, along with stamped, self-addressed envelopes were distributed to the trustees.

M. ADJOURNMENT

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

Upon a motion by Mr. McCallister, second by Ms. McLean, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

James C. Smith, Secretary

Stephen D. Campbell, Chair

Sylvia Dixon, Recording Secretary

(College Seal)