

**MINUTES OF THE  
GASTON COLLEGE BOARD OF TRUSTEES MEETING  
FIRST UNITED METHODIST CHURCH, GASTONIA, NORTH CAROLINA  
FEBRUARY 7, 2014**

**Members Present:** Mr. Stephen Campbell  
Sheriff Alan Cloninger  
Mr. Ron Hovis, Secretary  
Mr. Brett Keeter  
Ms. Rhonda McLean  
Mr. Jim Ragan  
Mr. Ray Ratchford  
Ms. May Gray Robinson  
Mr. James Smith, Chair  
Mr. Bill Sudyk  
Mr. Randy Vinson  
Dr. Jim Watson  
Ms. Aubrey Gardner, SGA President  
  
Dr. Patricia Skinner, President

**Members Absent:** Ms. Patricia Rudisill  
Mr. Tom Keigher

**Others Present:** Ms. Julia Allen, Dr. Don Ammons, Dr. Pendleton Armistead, Mr. Todd Baney, Rev. David Christy, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Dr. Joe Keith, Ms. Cynthia McCrory, Dr. Silvia Patricia Rios Husain, and Mr. Carl Stewart, College Attorney.

- **Board Chair James Smith called the meeting to order at 8:30 A.M. and declared a quorum present.**
- **Invocation – Rev. David Christy, Pastor of the First United Methodist Church of Gastonia, North Carolina.**
- **Ethics Awareness and Conflict of Interest Reminder**

Mr. Smith 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 Mr. Campbell, second by Mr. Hovis, the agenda was approved as presented.**

## **B. APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2013, BOARD MEETING**

**Upon a motion by Ms. McLean, second by Mr. Ratchford, the Board Minutes from the meeting of November 18, 2013, were approved as submitted.**

## **C. CAMPUS AFFAIRS**

### **1. Proposed New Program – Associate Degree for Healthcare Business Informatics**

A proposed new Associate Degree Program for Healthcare Business Informatics will intersect information science, computer science, and healthcare. Students completing the two-year associate degree course will be prepared for employment in medical information systems installation, data management, data archiving/retrieval, system design and support, and computer training. Two certificate programs, Healthcare Business Informatics and Networking Technology, will also be available to students under this program. A fall 2014 start date is proposed.

Data gathered from potential employer needs assessments in Lincoln and Gaston Counties revealed that employers would consider graduates from the Healthcare Business Informatics program for key positions in database management, systems security, computer networking, and information system design and maintenance.

Only 13 of the 58 North Carolina community colleges offer this program. The nearest institution to Gaston College that offers the program is Isothermal Community College.

A course schedule and other relevant information about the program were provided and are filed with the minutes of the meeting.

**Upon a recommendation by the Campus Affairs Committee, Ms. McLean moved that the Gaston College Board of Trustees approve the new Associate Degree for Healthcare Business Informatics Program, at the Dallas Campus, with a starting date of the fall semester 2014. The motion carried.**

### **2. Policy 3-24 – Tobacco-Free Campus (Revised)**

It was agreed at the time Policy 3-24 – Tobacco-Free Campus was written that the policy would cover all items, including e-devices – of which many contain tobacco or a tobacco derivative. Since the implementation of the policy, the prevalence of e-devices has increased dramatically. This has resulted in numerous inquiries from both employees and students, pointing out that the policy does not specifically ban e-devices and e-cigarettes.

The College would like to revise the current Policy 3-24 to expressly ban e-devices and e-cigarettes to ensure there is no confusion with the use of these items, eliminate distraction in the classroom, and reduce the time needed to address this issue with employees and students.

A copy of Policy 3-24 – Tobacco-Free Campus, with the highlighted revision, was provided to the Board. It is included with the minutes of the meeting.

**Upon a recommendation by the Campus Affairs Committee, Ms. McLean moved that the Gaston College Board of Trustees approve the revision to Policy 3-24 – Tobacco-Free Campus, to include the ban of e-devices and e-cigarettes. The motion carried.**

## **D. FINANCE**

### **1. Financial Audit for Year Ended June 30, 2013**

A financial audit of Gaston College for the year ended June 30, 2013, was conducted by Cherry Bekaert, LLP. The audit resulted in an unqualified opinion with no recommendations. The audit exit conference was held with College administration on December 2, 2013. Representatives from Cherry Bekaert met with the Finance Committee on February 6, 2014, to review the audit results. There were no recommendations or modifications.

The financial audit for year ended June 30, 2013, was presented to the Board as a matter of information.

### **2. FY 2014-2015 Lincoln County Operating Budget**

The Lincoln County Manager's Office requested that the College submit its county budget in February. Capital expense and maintenance of the Lincoln Campus are budgeted by the County. Lincoln County approved \$138,800 for operating expenses and \$15,000 for capital for the College's FY 2013-2014 budget.

The FY 2014-2015 operating budget request reflects a \$54,522 increase over the FY 2013-2014 approved budget. The last operating budget increase received from Lincoln County was for FY 2009-2010. The increase is due to rising costs in health insurance, retirement benefits and a 2% pay increase.

The FY 2014-2015 immediate operating needs for the Lincoln Campus include the request for a full-time police officer and a full-time receptionist. The police officer position, which has been funded with non-recurring state funds, is critical to the safe operation of the campus, particularly in light of security concerns in educational institutions across the country. This request has not been funded in the prior two years' county budget requests. The funding for a full-time receptionist will fill the vacancy created when the position was eliminated from the county budget in FY 2011-2012.

North Carolina General Statutes require the tax-levying authority of each institution to 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 \$15,000 capital allotment.

A 2014-2015 Lincoln County Budget Request Report noting budgets requested and approved was provided to the Board.

**Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2014-2015 Lincoln County Operating Budget of \$193,322 and a capital budget request of \$50,000. The motion carried.**

### **3. Legislative Priorities Resolution**

On January 17, 2014, the State Board of Community Colleges formally endorsed the legislative priorities adopted by the NCACCP and the NCACCT. A one-page summary provided by NCCCS for use in communicating with legislators, and business and industry leaders in our community who benefit from our programs was provided for the Board. Also, a Board resolution was provided urging the General Assembly to support North Carolina's economic recovery by reinvesting funds in the State's community colleges.

The \$32 million reinvestment in the overall community college system called for in the legislative priorities would help mitigate budget reductions due to enrollment adjustment and the loss of non-recurring funding. Without this reinvestment, early estimates would indicate Gaston College might be facing a state budget reduction of \$1.3-\$1.5 million for 2014-2015.

The legislative priorities and the Board Resolution are included with the minutes of the meeting.

**Upon a recommendation by the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees endorse the legislative budget resolution. The motion carried.**

### **4. Exmed Partnership and Agreement**

Exmed is an International for-profit company based in the United Kingdom that provides highly specialized emergency response and medical training. The company has locations on every continent, but until recently did not have a location in the US. The US entity, Exmed North America LLC, is located in Arlington, Virginia.

Exmed has provided specialized training for major corporations in oil and gas, mining, the media sector, and numerous international humanitarian organizations. This specialized training includes medical support and training for high-profile media organizations operating in remote and hostile environments.

Exmed wishes to partner with Gaston College due to the College's excellent facilities and close proximity to Charlotte Douglas International Airport. As part of the partnership,

Exmed would provide two highly specialized courses: *Medicine in Remote Areas*; and *Rig Medics*. These courses are not currently offered in the US and do not compete with the College's public safety programs. Students will be Exmed students and not Gaston College students. Exmed plans to employ a full-time instructor and an administrative professional.

As part of the partnership, Exmed would be given access to the College's facilities (i.e., one office, a classroom, use of the fire training, driving, and firing range). Exmed understands that the College has priority usage of all facilities. In return, Exmed agrees to pay the College 25% of tuition revenue. The yearly amount generated for the College is estimated at between \$40,000 and \$50,000.

If the partnership proves to be successful, future possibilities include a greater presence on campus (i.e., multiple instructors and administrative support), the potential for an Exmed building on campus similar to the Duke Building at RESTC, and national and international exposure for Gaston College.

A draft Agreement between Exmed and Gaston College that covers all aspects of the potential partnership was provided to the College's insurance broker, Mr. John Cloninger. He reviewed insurance related matters, approved the potential partnership, and confirmed that the Agreement addresses the applicable requirements.

The draft Agreement was presented to the Board for review and is filed with the minutes of the meeting.

There were questions from the Board relating to the partnership. Mr. Baney clarified the following points and provided additional information:

- If at any time the College feels as though the partnership is not beneficial, the Agreement includes a clause that permits either party to end the partnership with a 30-day notice.
- Exmed has been in business for approximately 10 years. According to Mr. Jamie Todd, Exmed's International Education Manager, the company is financially stable with over \$60M in revenue last year and currently not engaged in any legal or negative public relations issues.
- Students are trained in highly specialized subjects and are certified by Exmed, which is recognized internationally. Exmed is expected to abide by all federal and state laws related to students.
- Exmed employees will be required to satisfy similar employment requirements as College employees such as background checks, which are often a normal aspect for those employed in EMS and public safety-related positions. Mr. Baney will follow up with Exmed to ensure that the necessary provisions are included as part of the Agreement.

- Potential Exmed students will most likely come from large corporations located in the United States such as Shell and BP, but could come from other parts of North America and the world.
- The college retains first priority for use of all facilities; however, it is not expected that there will be any issues with providing Exmed the necessary classroom space, including adequate parking.
- The partnership between Gaston College and Exmed does not present any issues as it relates to SACS and has been reviewed with the necessary person(s) at the NCCC System Office.

**Upon a recommendation by the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the partnership and Agreement between Exmed and Gaston College. The motion carried.**

#### **5. Supplemental State Budget Allocation and Reversion**

The following supplemental state budget allocations were received after the FY 2013-14 State Budget was finalized.

#5	Customized Training (359)	\$ 3,415
	Customized Training (365)	\$20,249
	Unemployment Insurance Reserve	<u>\$41,811</u>
	Total	\$65,475

On January 14, 2014, the College was notified of a budget reversion of \$5,307,670 for all community colleges due to a shortfall in expected tuition receipts. Gaston College's share of this reversion is \$123,815, which will be offset against lapsed salaries and other departmental budget underspending.

The supplemental state budget allocation and reversion, along with supporting documentation, was presented to the Board as a matter of information.

#### **6. Purchasing Compliance Review**

The Division of Purchase and Contract did a compliance review of the College's purchasing transactions for the period October 1, 2012, through September 30, 2013. The last purchasing review for Gaston College was completed in 2003. The purpose of the compliance review was to determine if the College was complying with North Carolina's purchasing laws and regulations. There were six minor findings noted. The findings were presented to the Board as a matter of information.

## **7. Financial Reports**

The financial reports listing the summaries of expenditures for FY 2013-2014 year-to-date for State, and Gaston and Lincoln Counties operating budgets and proprietary accounts in comparison to the previous year were presented to the Board for information.

## **E. ANNOUNCEMENTS/ADJOURNMENT**

Mr. Smith updated the Board of the following topics:

### 50<sup>th</sup> Anniversary

When the fall semester of Gaston College began in September of 1964, the new buildings on the Dallas Campus were not completed. The College had to hold its first classes at the First United Methodist Church of Gastonia on a temporary basis. Upon completion of the new buildings, classes were moved to the Dallas campus. As a fitting reminder, the February 7, 2014, Board meeting and Retreat were held at the First United Methodist Church where Gaston College first began. Memorabilia from the early days of the college and church were displayed.

This fall 2014, Gaston College will celebrate its 50<sup>th</sup> anniversary. Committees will be meeting over the next several months to plan for the celebration. As plans develop more information about the celebration will be communicated.

### SEI Form and NCACCT

Mr. Smith reminded trustees to file their State of Economic Interest (SEI) form, which is due April 15, 2014.

The 2014 NCACCT Law/Legislative Seminar will be held April 9-11, 2014, in Raleigh. Any trustee who needs the required ethics, new trustee, or reappointed trustee training should contact the President's Office.

### Regional Trustee Training

The NCACCT will launch a statewide training program focused on the trustees' role in student success. The training will include nineteen regional meetings across the state. Gaston College will host a meeting on its Dallas Campus August 13, 2014. The meeting will include presidents and trustees from Gaston, Catawba Valley, Central Piedmont, and Rowan Cabarrus Community Colleges.

### Upcoming meeting and events:

- Finance and Facilities Meeting – March 17, 2014 – 3:00 p.m. MC Board Room
- Board Meeting – March 24, 2014, 4:00 p.m. – MC Board Room
- NCACCT Law/Legislative Seminar – April 9-11, 2014 – Raleigh, NC
- Employee Appreciation Luncheon – April 11, 2014 – MC Cafeteria
- Finance and Facilities Meeting – May 5, 2017 – MC Board Room
- Board Meeting – May 12, 2014, 4:00 p.m. – MC Board Room

- Graduation – May 16, 2014, 7:00 p.m. – Bojangles Coliseum

There being no further business to come before the Board, Mr. Smith declared the meeting adjourned at 9:30 a.m.

Respectfully submitted,

Ron Hovis, Secretary

James C. Smith, Chair

Sylvia Dixon, Recording Secretary

(College Seal)