

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
Myers Center Board Room
January 28, 2013**

Members Present: Mr. Stephen Campbell, Chair
Sheriff Alan Cloninger
Mr. Ron Hovis
Mr. Tom Keigher
Mr. Duane McCallister
Ms. Rhonda McLean
Ms. Ann Neal
Mr. Jim Ragan, Vice Chair
Mr. Ray Ratchford
Ms. Patricia Rudisill
Mr. James Smith, Secretary
Mr. Bill Sudyk
Mr. Randy Vinson
Ms. Brittani Manning, SGA President

Dr. Patricia Skinner, President

Members Absent: Dr. Jim Watson

Others Present: Ms. Allison Abernathy, Ms. Julia Allen, Dr. Don Ammons,
Mr. Todd Baney, Mr. Mark Carver, Ms. Mary Ellen Dillon,
Ms. Sylvia Dixon, Ms. Adele Earls, Staff Senate President;
Dr. Linda Greer, Dr. Joe Keith, Mr. Charles McCants,
Mr. James McClure, Ms. Cynthia McCrory, Mr. John McHugh,
Ms. Stephanie Michael-Pickett, Ms. Shamere Morrison,
Mr. Curtis Rayfield, Ms. Audrey Sherrill, Ms. Susan Waddell,
Ms. Susan Whittemore, Faculty Senate President;
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 – Sheriff Cloninger**

- **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. Vinson, second by Mr. Ragan, the agenda was approved as presented.

B. APPROVAL OF THE MINUTES FROM THE JANUARY 28, 2013, BOARD MEETING

Upon a motion by Mr. Ratchford, second by Mr. McCallister, the Minutes from the January 28, 2013, Board Meeting were approved as submitted.

C. INTRODUCTIONS

Dr. Skinner welcomed Ms. Susan Whittemore, Faculty Senate President; Mr. Mark Carver, Faculty Senate representative; and Ms. Adele Earls, Staff Senate President.

Dr. Skinner recognized Ms. Amanda Memrick, Gaston Gazette Education reporter.

The following new employees were introduced: Ms. Susan Waddell, Communications Specialist-Campus Police and Security; Ms. Shamere Morrison, Counselor-Lincoln Campus; Ms. Allison Abernathy, Instructor-Associate Degree Nursing; Mr. James McClure, Housekeeper; and Mr. Curtis Rayfield, Maintenance Technician.

D. PRESIDENT'S REPORT

Dr. Skinner reported that the Golden LEAF Foundation awarded the College a \$500,000 Mid-Skills Workforce Training Initiative grant in support of the renovation of the Pharr Trade and Industrial Center and future program expansion into a new Center for Advanced Manufacturing. The funds will help train individuals for highly-skilled manufacturing jobs and help increase enrollments at the College by 50% in the machining and welding programs.

The College was notified on January 22 that it has been selected by the EDA to receive an investment award of \$1.5 Million for support in the planned construction of a new Center for Advanced Manufacturing building and the renovation of its

existing Pharr Trade and Industrial Center. The College will be submitting additional documentation required by the EDA and pending confirmation of the EDA's fiscal year 2013 budget by Congress.

Senator Kathy Harrington, Representatives Dana Bumgardner, Jason Saine, and John Torbett visited the College on January 18, 2013, for Coffee and Conversation to discuss budget priorities for the upcoming fiscal year. Handouts summarizing the legislative priorities discussed at the meeting were distributed to the Board.

Dr. Skinner mentioned several College programs that had received a 100% pass rate on their 2012 certification/licensing exams.

The President's Report is on file in the President's Office.

E. SGA President's Report

The SGA participated in the following activities in January:

- Canned Food Drive
- Cheer Fund Project
- Toys 4 Tots
- Stress Free Zone
- Late Registration
- Club Day
- Sip-n-Subs

F. FACILITIES

1. Architect Selection Committee for Pharr Renovation and Expansion Phases I and II

The following was presented to the Board as an information item. There is no action required.

The Facilities Committee has appointed a committee of college staff and Board members to review RFI submittals to determine qualified architectural firms. The committee will interview the qualified firms and narrow down the selection. The selected architectural firms will then make presentations to the Board of Trustees for final selection.

Recommended committee members include Mr. James Ragan, Facilities Committee Chair; Dr. Don Ammons, Vice President for Academic Affairs; Ms.

Cynthia McCrory, Vice President for Finance, Operations, and Facilities; Mr. Virgil Cox, Dean of Engineering and Industrial Technologies; Mr. Wes Landrum, Director of Facilities Management; and Mr. Chuck Wray, Director of Purchasing. The Facilities Committee added Mr. Ray Ratchford to the Architect Selection Committee as a second Board representative.

2. NCCCS Form 3-1 for Pharr Renovation and Expansion Phase I

The following was presented to the Board as a matter of information. No action was required.

NC Community College System Form 3-1 for Phase I Renovation-Expansion of the Pharr Trade and Industrial Center was submitted to the Board for review. The proposed project will remodel 16,000 square feet of the building's existing 44,000 square feet to expand and renovate the machine shop and welding areas. The renovation will also include upgrades to the electrical and mechanical systems. An unheated covered storage area of 6,300 square feet will be added to the exterior.

Dr. Patricia Skinner, Gaston College President; Mr. Stephen Campbell, Board Chair; and Mr. James Smith, Board Secretary, with a quorum present, signed the application form – *Certification by the Board of Trustees of the Local College* (the signed form is filed with the Board Minutes).

3. Capital Reports

The Board reviewed the following capital reports updates as a matter of information:

- Boiler Building Project – Project complete. The final inspection was completed January 9, 2013.
- Harney Hall Roof – The contract was awarded to Dry-Tech Commercial Roofing Services as the low bidder at \$245,382. A separate contract for brick/masonry sealing services was let to Pro-Tec Finishes for \$25,123. The brick repainting and sealing will begin the week of January 14, 2013, and the roof start date is expected to begin on or before March 1, 2013.
- Myers Center-SGA Renovation – The county capital budget for the project is \$120,000. The architect will move forward with the construction documents phase in January, and the Request for Bids will begin in February 2013.

Ms. McCrory stated that as the College moves forward with future building projects, more emphasis will be considered in making sure our facilities are safe and secure.

G. FINANCE

1. FY 2013-2014 Lincoln County Operating Budget

The Lincoln County Manager's Office has requested that the College submit its county budget in February. Capital expense and maintenance of the Lincoln Campus are budgeted by the County. The budget appropriations approved for the College by Lincoln County for FY 2012-13 was \$138,800 for operating expenses and \$15,000 for capital.

The FY 2013-14 operating budget request reflects a \$8,351 increase over the FY 2012-13 requested budget. For FY 2011-12, the college requested a part-time receptionist to fill the full-time position eliminated by the County and a full-time police officer to be offset by a reduction in part-time security expenses. The County rejected the requested increase, ratifying the same \$138,800 budget approved for FY 2011-12. The last operating budget increase received from Lincoln County was for FY 2009-10.

The FY 2013-14 immediate operating needs for the Lincoln Campus include increasing the hours for a part-time custodian from two hours-per-day to five hours-per-day in the Cosmetology building, funding a part-time receptionist at 28 hours-per-week, funding a full-time police officer at 40 hours-per-week, and funding an ongoing increase in staff health and retirement benefits.

A meeting was held with George Wood, Lincoln County Manager, November 6, 2012, where the following immediate capital needs were requested from the 2012-13 budget:

- PA system (total cost for both buildings is \$18,500)
- re-seal select parking lot areas
- repair broken and loose bricks on Rhodes Street sidewalk wall
- attend to landscaping needs

The PA system was approved, and George Wood agreed to look into providing the other items. The PA installation is complete, and final testing is underway. The other items have not been addressed as yet.

Upon a recommendation by the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the FY 2013-2014 Lincoln County Operating Budget of \$189,980 and a capital budget request of \$50,000. The motion carried.

2. Approval of Banking Services Firm

The State requires banking services be put out to bid at least every three years. BB&T is the current banking services provider and has been for over fifteen years. On November 6, 2012, a banking services request for proposal (RFP) was mailed to ten area banks. The ten area banks were selected from a state list of banks that met the State's banking services criteria. The College received three responses on December 7, 2012. Bids were received from BB&T and Suntrust. PNC submitted a "no bid" response.

A committee comprised of Gaston College staff Ms. Cynthia McCrory, Vice President for Finance, Operations and Facilities; Mr. Bruce Cole, Controller; Ms. Shelly Alman, Assistant Controller; and Mr. James Smith, Gaston College Board of Finance Chair, reviewed and scored the two bank RFPs. An important criteria is proximity to all three campuses as outlined in the RFP requirements. Suntrust did not meet this criteria. Other quoted costs and services were comparable between the two firms. It is the committee's recommendation that the College continue banking services with BB&T.

Upon a recommendation from the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees award the banking services contract to BB&T. The motion carried.

3. Gaston College WSGE Radio Station Financial Audit for Year Ended June 30, 2012

McCannon, Rogers, Driscoll & Associates (MRDA) audited WSGE Radio Station for the year ended June 30, 2012. The radio station has always been and continues to be included as a blended component of the college audit. A separate audit of the radio station is a requirement of the Corporation for Public Broadcasting (CPB) grant. The CPB grant began in FY 2010-11 and the first year of separate audit was the year ended June 30, 2011. An independent auditor's report was issued by MRDA on October 26, 2012. There were no audit findings reported. The report was presented to the Board for information.

4. Supplemental State Budget Allocation

The following Supplemental State Budget Allocations were received after the FY 2012-2013 State Budget was finalized, and presented to the Board as a matter of information.

#4	Perkins Carryover	\$ 27,548
	Longevity	269,942
	Customized Trainer Training (359)	6,113
	Customized Training (361)	36,479
	College Access Challenge Grant (130)	8,295
	Total	<u>\$348,377</u>

5. Financial Reports

The Board reviewed summaries of year-to-date expenditures for FY 2012-13 for State and Gaston and Lincoln Counties operating budgets, as well as proprietary accounts in comparison to the previous year. The reports were presented to the Board for information.

H. Report from NCACCT

Mr. Vinson reported that the January meeting of the NCACCT was cancelled due to weather conditions, and he did not have a full report to present. Mr. Vinson reminded trustees of the NCACCT Law/Legislative Seminar April 10-12 in Raleigh.

I. CHAIRMAN'S REPORT

Chair Campbell reminded trustees of the Board Retreat scheduled for Friday, February 15, beginning at 8:00 a.m. at Gaston Country Club. He also reminded trustees to complete the on-line Board Self-Evaluation survey. The survey will be taken off-line at the end of the day, January 31.

J. ANNOUNCEMENTS

Upcoming Events, Meetings, and Reminders

- ACCT National Legislative Summit – February 12-14 – Washington, DC
- Board Retreat – Friday, February 15 – 8:00 a.m. – Gaston Country Club
- Finance & Facilities Committee – March 11 – 3:00 p.m. – MC Board Room
- Board Meeting – March 18 – 4:00 p.m. – MC Board Room
- 2013 NCACCT Law/Legislative Seminar – April 10-12, 2013 – Raleigh

K. OTHER (EXECUTIVE SESSION)

Chair Campbell asked for a motion for the Board of Trustees to enter into Executive Session.

Mr. McCallister made a motion, second by Mr. Ragan, that the Board enter into Executive Session.

Upon a motion by Mr. Keigher, second by Mr. McCallister, the Board voted to come out of Executive Session.

L. ADJOURNMENT

There being no further business to bring before the Board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

James C. Smith, Secretary

Stephen D. Campbell, Chair

Sylvia Dixon, Recording Secretary

(College Seal)