

**MINUTES OF THE  
GASTON COLLEGE  
BOARD OF TRUSTEES MEETING  
Myers Center Board Room  
June 24, 2013**

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

Dr. Patricia Skinner, President

**Members Absent:** Mr. Tom Keigher  
Mr. Randy Vinson  
Dr. Jim Watson

**Others Present:** Ms. Julia Allen, Mr. Todd Baney, Mr. Patrick Boylan, Ms. Joyce Crumpton, Dr. Dewey Dellinger, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Aubrey Gardner, incoming SGA President; Dr. Linda Greer, Dr. Joe Keith, Dr. Karen Less, Officer Charles McCants, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, Mr. Calvin Shaw, and Ms. Tanisha Williams,

- **Board Chair Stephen Campbell called the meeting to order at 4:00 p.m. and declared a quorum present.**
- **Invocation – Mr. Hovis**
- **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 Mr. Sudyk, second by Mr. Ragan, the Agenda was approved as presented.**

## **B. APPROVAL OF THE MINUTES FROM THE MAY 13, 2013, BOARD MEETING**

**Upon a motion by Mr. Hovis, second by Ms. Neal, the Board Minutes from the May 13, 2013, Board Meeting were approved as submitted.**

## **C. INTRODUCTIONS AND SPECIAL PRESENTATIONS**

### **1. Welcome**

Dr. Skinner welcomed Mr. Calvin Shaw, Faculty Senate President; and Ms. Joyce Crumpton, newly elected Staff Senate President, to the meeting.

### **2. Recognition of Service to the Board of Trustees**

Ms. Ann Neal was appointed by the Governor of North Carolina in 2001. She served three consecutive four- year terms, serving as Board Secretary from 2004-2008. Since her appointment in 2001, she served as a member of the Board's Campus Affairs Committee, and was chair from 2010 until 2013.

Mr. Duane McCallister was appointed to the Board in 2007 by the Gaston County Board of Education to fill an unexpired term of a former trustee. In 2009 the Board of Education reappointed him for a term of four years. During his trusteeship, he served on the Board's Finance and Facilities Committee.

Ms. Neal and Mr. McCallister were presented clocks as gifts of appreciation for their service.

### **3. Report on Achieving the Dream Progress**

Dr. Dewey Dellinger gave an update on Achieving the Dream (ATD) and Completion by Design (CBD), two initiatives that are both concerned with student success. The College began participation in both programs this year.

Achieving the Dream is a national nonprofit, non-government reform network that is dedicated to helping more community college students stay in school and earn a college certificate or degree. Completion by Design is a Gates Foundation initiative that works with community colleges to increase completion and graduation rates.

Dr. Dellinger discussed the four stages where students might potentially fail – Connection (*interest to application*), Entry (*enrollment to completion*), Progress (*entry into course of study*), and Completion (*complete course of study to credential with labor market value*). Dr. Dellinger also presented quantitative data findings and named several priorities that the College would be focusing on to help increase student success.

Some initiatives will begin fall semester 2013 with others beginning in fall 2014.

Dr. Dellinger's full presentation is recorded with the Board Minutes.

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

A summary of Dr. Skinner's report consisted of the following:

##### WSGE Spring Fund Drive

The radio station's Spring Fund Drive raised \$67,998, which is the largest amount raised in the nine years that the drives have been held. Community support continues to grow, with over 600 people contributing to the membership drive.

##### Performance Measures

The most recent Performance Report Data and Measures reveal that Gaston College met and/or exceeded the baseline for all of the measures. A 2011-12 Performance Summary and Performance Measures Results were included in Dr. Skinner's report.

##### Gaston College/Gaston County Schools/Belmont Abbey Partnership

Dr. Skinner, Reeves McGlohon, and Dr. William Theirfelder have met to discuss potential areas of future collaboration. Further discussion is ongoing.

##### Marketing/Advertising

Advertising strategies will be implemented during the summer to boost enrollments for fall 2013.

A marketing campaign was developed for summer 2013 that focuses on visiting university students who might want to take summer courses and earn transfer credits. As a result, 100 visiting university students enrolled at Gaston College this summer.

North Star Marketing of Burlington, North Carolina, will be assisting the College with the website re-design project.

##### EMS Paramedic Program

Under the leadership of Mr. Kent Spitler, EMS Education Director, and his faculty, the 2013 Emergency Medical Science-Paramedic Program received a 100% pass rate on the first attempt.

##### Healthy Workplace Designation

Gaston College has been designated as a Healthy Workplace by the *Start with Your Heart* grant program. The College has received some small grants to assist with our wellness initiative.

##### Foundation / Development

Dr. Skinner also covered Foundation activity as of June 15, 2013, and progress with the Strategic Planning initiative. Dr. Pend Armistead of The Armistead Group, in Lexington, Kentucky, has been hired to lead our Strategic Planning efforts.

Dr. Skinner covered meetings and events she attended since the May 13, 2013, Board meeting, including a report on the College's Study Tours Trip to China in May. Her full report is included with the Board Minutes.

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

Chair Campbell introduced Ms. Aubrey Gardner as the new SGA President Elect. Ms. Gardner will officially take over her role as the SGA representative to the Board at the August 26, 2013, Board meeting. Ms. Manning, who has served as the SGA representative to the Board for the past two years, graduated in May 2013. She gave the following report.

- The SGA hosted a stress free zone on all three campuses to wish students good luck during final exams. Beverages, popcorn, and island themed give a ways were provided for the students.
- SGA President Elect Aubrey Gardner and Senator-Elect Tarshus Fewell were selected to represent Gaston College at the NC Community College System Student Leadership Development Program on June 2-7, 2013, and future mini-sessions during fall 2013 and spring 2014. Only 30 community college students across the state were accepted to participate in this prestigious leadership program. Ms. Gardner and Mr. Fewell also wrote articles that were featured in the program's newsletter.
- The 2013-2014 SGA Executive Board and Senators will begin training for the upcoming academic year June 24-27, 2013. The training will assist the board members and senators to become better acclimated to their new roles and responsibilities.

## **F. FACILITIES**

### **1. Capital Reports**

The following reports were submitted to the Board for information only.

- Harney Hall Roof – The project is complete and came in on budget.
- Esthetics Conversion – The studs and dry walls are up and the project is moving along per the timeline. Waiting on longer deliverables (doors & lights). The State of North Carolina requires salon equipment to be UL certified. This is causing some delay in getting the equipment. The project is expected to be complete in July or August.
- SGA Renovation – The project is complete.

- ADA Improvements – The floor in the cafeteria has been made level to allow easier access for everyone. Gravel and concrete installation is complete. The project is currently on pause waiting for the concrete to dry sufficiently to install vinyl tile flooring.
- Pharr Renovation and Expansion – Phase I – A project meeting has been held to discuss the scope and timeline for the renovation. ADW's proposal has been submitted to the state construction officer.
- Center for Advanced Manufacturing – Ready to go out for architect selection. The notice-to-bid ad will be placed within a week or two.

## **G. FINANCE**

### **1. Financial Audit for year ended June 30, 2012**

As a matter of information, the Board reviewed the Financial Audit for year ended June 30, 2012. No action was required.

The state of North Carolina audited the College for the year ended June 30, 2012. An exit conference was held on May 14, 2013, to discuss the results of the audit. A letter and summary report from the Office of the State Auditor are enclosed with the minutes.

Mr. Smith reviewed the results of the financial audit report and the findings expressed by the State Auditor's office. The audit of the College's financial statements yielded a clean opinion from the auditor. The books and records of the College are kept in accordance with generally accepted accounting procedures and guidelines. There were no audit findings or concerns about internal controls in the way that the books are kept, nor were there any items of misappropriation or misclassification within the books themselves.

The audit did reveal several items of translation between the books and financial statements that the auditor felt were entered in different places than should have been – some of these are professional opinion, some are guidelines that should have been followed by the College in preparing the financial statements. There was no bottom line effect and no misstatement of numbers in the financial statements. The College staff has responded to each one of the findings and has proposed a stricter set of review procedures to see that these misclassifications do not happen again.

### **2. Move to an Independent Audit Firm for Annual Financial Audit**

Legislation has opened the door for community colleges to go outside the state auditor's department to hire independent auditing firms to do their audits. Nearly half of the community colleges have now gone in this direction. There are several advantages to having an independent auditor:

- Allows a professional relationship to be ongoing throughout the year when a matter arises that the needs attention.
- Allows the accountants to be at the College during the year to work with personnel when reporting questions arise that need to be addressed.
- Results in a better, cleaner audit at the end of the year.
- Results from audits are available on a timely basis.
- Allows for a potential small cost savings.

The Gaston College Foundation will be invited to be a part of the request for proposal process in securing an independent audit firm.

**On behalf of the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the move from using the State Auditor's Office to an independent public accounting firm for the annual financial audit and invite the Foundation to be a part of the request for proposal process. The motion carried.**

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

A supplemental State Budget allocation in the amount of \$97,524 for Customized Training (361) was received after the FY 2012-13 State Budget was finalized.

This item was presented for information only.

### **4. FY 2013-14 State Budget Update**

The Budget has been delivered to both the House and Senate and has now gone to the Conference Committee. It is the position of both the NC Community College System and Gaston College that the Senate Budget is more beneficial to the College. The Senate funded Performance Funding, whereas the House approved \$9M, but then took it back out of the budget. In addition, the Senate version funded \$4M to help with the phase in of the two-year FTE average model, whereas the House did not. The House version would have a \$600K negative impact on Gaston College.

A Budget Tracking Sheet and 2013-14 Summary of Budget Proposal were presented to the Board for information purposes.

This item was presented for information only and no action was required.

### **5. FY 2013-14 Gaston County Budget Update**

The recommendations proposed by the County for the 2013-14 College budget, provided the 5.4 cent tax increase passes, would give the College an additional \$170K to fund the addition of the Kimbrell Campus operating costs. The \$111K request to cover retirement benefits increase was not approved. The capital will be cut back to the \$453K level versus the \$697K requested by the College.

This item was presented for information and no action was required.

## **6. Financial Reports**

Ms. McCrory reviewed the summary of expenditures for FY 2012-13 year-to-date for State, Gaston, and Lincoln Counties operating budgets and proprietary accounts in comparison to the previous year.

## **H. CHAIRMAN'S REPORT**

### **1. Appointment of Nominating Committee for 2013-14 Board Officers**

Chair Campbell appointed the following trustees to serve on the Nominating Committee for Board Officers for 2013-14:

Mr. Tom Keigher  
Ms. Rhonda McLean  
Dr. Jim Watson, Chair

The Committee will bring forth a proposed slate of officers at the August 26, 2013, Board meeting.

## **I. ANNOUNCEMENTS**

Chair Campbell reminded the Board of future College meetings and events

### **Upcoming Events, Meetings, and Reminders**

- No Board or Committee meetings in July
- Finance and Facilities Committee Meeting – August 19, 2013, 3:00 p.m. – MC Board Room
- Board Meeting – August 26, 2013, 4:00 p.m. – MC Board Room
- WSGE 91.7 FM Beach, Rhythm and Blues Festival – August 24, 2013, Dallas Campus
- NCACCT Leadership Seminar – September 4-6, 2013 – Wilmington, NC
- ACCT Annual Leadership Congress – October 2-5, 2013 – Seattle, WA

## **J. ADJORNMENT**

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. McCallister, to adjourn the meeting of the June 24, 2013, Gaston College Board of Trustees. The motion carried. The meeting adjourned at 5:00 p.m.**

**Respectfully submitted,**

**James C. Smith, Secretary**

**Stephen D. Campbell, Chair**

**Sylvia Dixon, Recording Secretary**

**(College Seal)**