

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
June 23, 2014**

Members Present: Sheriff Alan Cloninger
Mr. Brett Keeter
Mr. Tom Keigher
Ms. Rhonda McLean
Mr. Jim Ragan
Mr. Ray Ratchford
Ms. May Gray Robinson
Mr. James Smith, Chair
Mr. Bill Sudyk
Mr. Randy Vinson
Ms. LaTonya Ross, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Stephen Campbell
Mr. Ron Hovis, Secretary
Ms. Patricia Rudisill
Dr. Jim Watson, Vice Chair

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Stan Anthony, Mr. Edmund Barnes, Mr. Rick Brown, Ms. Sherri Chavis, Ms. Joyce Crumpton, Ms. Harriet Dameron, Ms. Ann Davis, Ms. Jenna Deal, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Ms. Jeanie Horton, Ms. Renita Johnson, Dr. Joe Keith, Mr. Kipp Keith, Ms. Holly Lambert, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Ms. Katrina Penegar, Ms. Dottie Price, Dr. Silvia Patricia Rios Husain, Ms. LaTonya Ross, Ms. Alisa Roy, Mr. Darren Stewart, Dr. Everett Torrence, Ms. Debbie Van Scyoc, Ms. Tanisha Williams, Mr. Stephen Yeboah; and Mr. Carl Stewart, College Attorney.

- **Board Chair James Smith 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**

Chair Smith reminded Trustees of the ethical requirements of public servants and also requested they identify any conflicts of interest or appearance of conflicts of interest present. None were identified.

A. APPROVAL OF THE AGENDA

Chair Smith asked if there were any changes, additions, or corrections to the agenda. None were identified. The agenda was approved as distributed.

B. APPROVAL OF THE MINUTES FROM THE May 12, 2014, BOARD MEETING.

Chair Smith presented the Minutes of the May 12, 2014, Board Meeting, and asked if there were any additions or corrections.

Chair Smith declared the Board Minutes of May 12, 2014, approved.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

Dr. Skinner welcomed Ms. Joyce Crumpton, Staff Senate President, to the meeting.

1. Introductions

Dr. Skinner welcomed Ms. Lynda Ellington, Executive Administrative Assistant-President's Office and Ms. Katrina Penegar, Microscopist-Textile Technology Center.

Dr. Rios Husain introduced Ms. Renita Johnson, Coordinator-Student Activities and Special Projects

2. Boomerang Architecture (MBAJ)CAM Project Design Update

The Board of Trustees approved the schematic design presented for the Center for Advanced Manufacturing by MBAJ Architects during their May 12, 2014, meeting.

The original building design was over 28,000 square feet and the cost estimate came in at \$6 million. The construction budget for the new Center is \$3.9 million, therefore, the design team worked with the College staff and President to reduce the building size to 21,200 square feet. The cost estimate for the revised structure came in right on budget at \$3.9 million.

Mr. Rick Brown and Mr. Stan Anthony of Boomerang Architecture (MBAJ) presented the changes that were necessary to bring the building in on budget. To reduce costs, the ceiling heights were lowered, the corridor widths reduced, "storefront" windows reduced, and two classrooms eliminated. The Board was assured the functionality of the building had not been compromised, simply reorganized to economize square footage.

Concerns that were raised about infrastructure for future expansion, loss of classroom space, functionality, restroom facilities, and an access road to the main campus were addressed and discussed to the Board's satisfaction. A copy of the presentation from Boomerang will be kept with the Board minutes.

Upon a recommendation by the Facilities Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the revised schematic design for the Center for Advanced Manufacturing. The motion carried.

3. Recognition of Service to the Board of Trustees

Ray Ratchford was appointed by the Lincoln County Commissioners in 2010 to serve on the Gaston College Board of Trustees. He has served a 4-year term. Since his appointment in 2010, he has served as a member of the Board's Finance and Facilities Committee. Ray has been an advocate for Gaston College in Lincoln County, bringing attention to the Lincoln County Commissioners the College's need for increased funding for operating and capital projects. Likewise, he has advised the College of areas where their interaction would benefit the community workforce.

Bill Sudyk was appointed by the Gaston County Board of Education in 2006 to serve on the Gaston College Board of Trustees. He has served two consecutive 4-year terms. Since his appointment in 2006, he has served as a member of the Board's Finance and Facilities Committee. During this time, Bill has helped guide the Finance and Facilities Committee through important financial decisions for the College related to its various budgets, Capital projects, a bond referendum, fees, and new buildings which include the David Belk Cannon, the Robinson Classroom Building, and the Jerry Cochrane Science and Technology Building.

4. Men of Excellence Presentation

Ms. Tanisha Williams, Assistant Director-Enrollment Management and Counseling, gave a presentation to the Board on the Men of Excellence program. The purpose of the program is to assist colleges in providing programs, activities, leadership opportunities, and experiences that promote the development of personal, professional and academic growth of minority males. The goal of the program is to increase graduation and retention rates among minority males in North Carolina community colleges.

Ms. Williams also discussed the program's history, provided evidence of the program's success, revealed program's highlights and achievements, and introduced several program members attending the meeting. She thanked the Board for their continued support of this program. A copy of Ms. Williams' PowerPoint presentation will be kept with the Board minutes.

5. "You Rock" Presentation

Ms. Joyce Crumpton, Staff Senate President, gave a presentation to the Board on the Gaston College, "You Rock," customer service recognition program. This program rewards consistent exceptional customer service, fosters a community of appreciation, and rewards one monthly winner with a preferential parking spot of their choice on campus.

Ms. Crumpton explained how the program worked and revealed a graph that highlighted the program's increasing popularity on campus during the past year. She then introduced to the Board several winners of the "You Rock" award for 2013-14, and also, Ms. Horton and Ms. Dameron, the co-chairs of the program this year. A copy of Ms. Crumpton's PowerPoint presentation will be kept with the minutes.

Chair Smith thanked Ms. Williams and Ms. Crumpton for their presentations, and he also thanked Dr. Skinner for all the presentations that had been brought to the Board during the year.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and trips since the May 12, 2014, Board meeting. A full, detailed report is attached with the Minutes.

- Duke Energy Community College Grant Program – Duke Energy has recently informed Gaston College they have approved a grant for \$249,850 to support welding equipment for the Pharr Trade and Industrial building.
- ACCT – The ACCT has notified Gaston College that our proposal, "The Power of Undergraduate Research," has been accepted for presentation at the 2014 ACCT Leadership Congress taking place in Chicago, Illinois, on October 22-25, 2014.
- Study Tours Program, Paris, France – Dr. Skinner participated in the Gaston College Study Tours trip to France, on May 15 – 25, 2014, with 27 others.
- Dinner and Social with Board of Trustees and Gaston County Commissioners – A dinner and social was sponsored by Mr. and Mrs. J. A. Dalpiaz on May 14, 2014, at 6:00 p.m., as an opportunity to bring current Gaston College County budget issues to the attention of the Gaston County Commissioners in an informal setting.
- Gaston Regional Chamber Day in Raleigh – Dr. Skinner attended a Legislative Day in Raleigh with Chamber members, on Wednesday, June 4. The group had lunch with Senator Curtis, Representative Bumgardner, and Representative Torbett and were later joined by Speaker Tillis.

- Gaston College Night at the Grizzlies – Gaston College was the sole sponsor for the Gastonia Grizzlies game on June 6, 2014, and Dr. Skinner was invited to throw out the first pitch. Student Affairs made the most of the evening by handing out various Gaston College marketing items to attendees.
- Textile Technology Center Advisory Board Meeting – Chair Smith and Dr. Skinner attended the Textile Technology Advisory Board Meeting on June 14, 2014. Ms. Patty Bates is the incoming president of the Board. Invoices compared to this period last year are up 1.9%, and there have been several new capabilities added throughout the Textile Technology Center via industry partnerships, donations, and Capital expenditures. There have also been some needed facility improvements such as a new roof, chiller, and carpeting. Industry outreach continues.
- Align4NCWorks Workforce Learning Summit – On September 23-24, 2014, Gaston College will host an Align4NCWorks Workforce Learning Summit. The purpose of the Summit is hear about best practices, understand the challenges, and begin to uncover the strategies necessary to bring North Carolina’s workforce development in alignment, responding consistently to customer needs, engaging businesses to ensure success and measuring similar outcomes to provide accountability to our citizens and stakeholders.
- Dr. Skinner furnished a list of meetings she attended/participated in since the Board Meeting of May 12, 2014.

E. SGA PRESIDENT’S REPORT

Ms. Ross gave the following update on SGA activities since May 2014:

- Student Leadership Development Program
The North Carolina Community College System – The Student Leadership Development Program (SLDP) was held on June 1-6, 2014, on the campus of William Peace University. The six-day program was a great opportunity for select community college students to receive leadership training to take back to their campuses and share with fellow students. SGA President-Elect, LaTonya Ross, was amongst the 26 students selected across the state to participate in the respected leadership program. Ms. LaTonya Ross also had the opportunity to write an article that was featured in the program’s newsletter. There will be a follow-up mini leadership session during the Fall 2014 and Spring 2015 semesters in which Ms. Ross will participate.
- SGA Leadership Training
The 2014-2015 SGA Executive Board and Senators will begin training for the upcoming academic year on Monday, June 23rd -Thursday, June 26th, from 12 noon – 4 p.m. in the SGA conference room. The training will assist the board members and senators in becoming acclimated with their new roles and responsibilities. The training will cover team building exercises, Robert’s Rules, etiquette, SGA policy and procedures, and planning the Activities Calendar for the upcoming 2014-2015 academic year.

F. FACILITIES

1. Pharr Trade & Industrial Roof Replacement Bid

The Pharr Trade & Industrial Roof Replacement Phase I project was bid on June 2, 2014. A pre-bid meeting was held on Thursday, May 29, 2014, at 1:00 p.m. Bidding contractors were required to attend to receive direction, present questions, address concerns, and provide information pertinent to the proposed project. Sealed bids were received on Tuesday, June 10, at 3:00 p.m.

The scope of the project includes the roofing section above the renovation area. The section is 122 ft. x 121 ft. (equivalent to 150 squares).

The roof project will be broken up into two separate stages. The first stage will be to remove the existing roofing and install a vapor barrier on the entire concrete structure. This will be left in place until the contractor has removed and replaced units on the roof, and cut the necessary new roof openings. Once the general contractor has installed the curbs and necessary equipment, the roofing and insulation will be installed. The general contractor and roofing company will coordinate their efforts to complete the project in a timely manner.

The bids ranged from \$282,400 to \$350,973. The low bid was received from Able Exterior Remodeling and Roofing of Midland, North Carolina for \$282,400. The College estimated \$250,000 from the FY 2014-15 county capital budget to complete the roofing project.

Upon a recommendation by the Facilities Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the low bid of \$282,400 from Able Exterior Remodeling and Roofing for Pharr Trade & Industrial Roof Replacement Phase I. The motion carried.

2. Café Operations

Due to continuing financial loss, Facilities Chair, Dr. Jim Watson, suggested that the College re-visit outsourcing the Café. A small, local company contracts with Cleveland Community College. Cleveland CC currently earns a profit from the lease.

The College is requesting permission to investigate outsourcing food services by issuing a request for proposal. The Café currently operates at a loss of \$76,000-\$78,000 annually. If the service was outsourced, the College would receive a percentage of net sales, making the operation profitable.

Upon the recommendation of the Facilities Committee, Mr. Smith moved that the Board of Trustees approve issuing a request for proposal for food services to investigate the feasibility of outsourcing café operations. The motion carried.

3. Rental Fee Proposal

Rental and related service fees were last increased in 2010. An in-depth review of similar local rentals has been compiled. The Administration is recommending a new, simpler fee structure for the renovated Myers Center Multi-purpose Auditorium. A proposal for rental fees was reviewed by the Board.

Collections for set-up fees and service fees (i.e. housekeeping, security and AV) are used to offset the cost of providing these services. Rental fees are used to offset the cost of maintenance and upkeep for the Multi-purpose Auditorium.

The new Multi-purpose Auditorium will seat 440 at round tables, which is under the fire marshal's rating of 460. It can also seat 1017 people individually on chairs. Many questions arose as to the target audience to use the space; marketing of the space; fees for partner organizations, and fees for organizations for profit and non-profit; possible discounts for local organizations; catering; use of alcohol on the premises; and other rules and regulations. The College does have Facility Guidelines it follows with regard to renting out spaces and/or classrooms on campus, but Board members did not have copies of this information.

Mr. Smith entertained a motion by Sheriff Cloninger to send the new fee structure for the Myers Center Multipurpose Auditorium back to the Facilities Committee for further study. Mr. Keigher seconded the motion. The motion carried.

4. Capital Reports

Monthly summaries of the attached capital reports were submitted for the Board's information. No action was required.

- Pharr Renovation and Expansion – Phase I
ADW is in the final stages of revising insurance documents required by State Construction. Pinnix is ready to begin once Notice to Proceed is received.
- Center for Advanced Manufacturing (CAM)
MBAJ met with the Facilities Committee on May 5 and with the Board of Trustees on the May 12 to review the design. MBAJ is in the final stages of cost estimating and first schematic submission to state construction. The architects will present a design update to the Facilities Committee on June 16, 2014.
- Myers Center Auditorium Renovation
Final building inspection was June 9 and the Certificate of Occupancy was received. Audio visual installation will occur over the next two weeks. Furniture has been received and final state inspection is scheduled for June 12, 2014.

- Craig Arts and Sciences Building ADA Compliant Elevator
The polished veneer is installed on the exterior. The new electrical panel installation is complete and the panel is operational. The new steel structure is complete. Once the steel has been inspected, the concrete floor for the second floor will be installed.

G. FINANCE

1. 2014-15 State Budget Update

Budget highlights for the FY 2014-15 State Budget were reviewed by the Board. Ms. McCrory brought attention to several line items pointing out their particular importance to Gaston College. It was noted that the College may sustain a \$1.2 million reduction this year which is on top of the \$1.8 million reduction last year.

2. FY 2014-15 County Budget Updates

2014-15 Gaston County Budget Update

The County Manager presented his 2014-15 recommended budget to the County Commissioners at their May 6, 2014 meeting. He recommended funding for Gaston College at the same level as 2013-14 (no increase in operating or capital).

Gaston College Trustees contacted the Board of Commissioners to request additional funding for the College. A majority of Commissioners agreed to increase the operating budget for Gaston College by the \$150,000 the College had requested, which was included in the revised budget presented to the public at the June 10 public hearing.

The Board of Commissioners passed the 2014-15 County Budget at their June 10 meeting, with the following funding for Gaston College:

	2014-15 Budget <u>Requested</u>	2014-15 Budget <u>Approved</u>
Operating	\$4,746,926	\$4,746,923
Capital	697,259	453,219

2014-15 Lincoln County Budget Update

The County Manager presented his 2014-15 recommended budget to the County Commissioners at their May meeting. The County Manager recommended increases for Gaston College for both operations and capital. These are the first increases since 2009-10.

The budget public hearing was held on June 2, 2014. The Board of Commissioners plans to adopt the budget at their June 16, 2014 meeting.

	2014-15 Budget <u>Requested</u>	2014-15 Budget <u>Recommended</u>
Operating	\$193,322	\$150,000
Capital	50,000	30,000

Chair Smith thanked the Board for their efforts through calls, e-mails, contacts, and letters on behalf of Gaston College to local county commissioners that encouraged additional funding for the College through its Gaston and Lincoln county budgets.

3. Supplemental State Budget Allocation

Supplemental State Budget Allocations (#8) in the amount of \$92,101 (361) and \$3,720 (359) were received after the FY 2013-14 State Budget was finalized. The total amount received was \$95,821. It was noted that Gaston College's Customized Training program is the second largest in the State.

4. Financial Reports

Chair Smith asked Ms. McCrory to review with the Board the Summary of Expenditures for FY 2013-2014 year-to-date for State, Gaston, and Lincoln Counties operating budgets, and proprietary accounts, in comparison to the previous year. The information was presented to the Board as a matter of information.

H. REPORT FROM NCACCT

Mr. Vinson encouraged Board Members to attend the *Regional Trustee Training: Role of the Trustees in Student Success*. It will be held August 13, 2014, at Gaston College, from 9:00 a.m. to 3:00 p.m. Trustees from Gaston, Catawba, Central Piedmont, and Rowan Cabarrus Community Colleges are invited to attend. He asked the trustees to be sure to put the date on their calendars.

He also encouraged the Board Members to attend the NCACCT meeting coming up in Charlotte, on September 3-5, 2014. Orientation for new trustees, training for reappointed trustees, and Ethics Training will be offered in addition to general sessions and roundtable discussions.

Mr. Vinson mentioned that solicitation will begin soon to obtain funds for the operation and maintenance of the NCACCT.

I. CHAIRMAN'S REPORT

1. Appointment of Nominating Committee for 2014-15 Board Officers
Chair Smith nominated Mr. Campbell to chair the Nominating Committee for 2014-15 Board Officers. Sheriff Cloninger, Ms. Robinson, and Mr. Hovis will be members of the Committee. They will bring their report to the August 25 meeting of the Board.
2. Four trustees' terms expire this year; however, two trustees, Sheriff Cloninger and Mr. Keigher, have been reappointed. A new trustee to replace Mr. Ratchford will be named by the Lincoln County Commissioners, and at this point, the new appointee has not been named. A new trustee to replace Mr. Sudyk, an appointee of the Gaston County Board of Education, has been identified as Ms. Jennifer Davis.

J. ANNOUNCEMENTS

Chair Smith asked the Board members to be sure to review the upcoming College events, meetings, and reminders. He encouraged Board members to attend the 2014 NCACCT Leadership Conference in September, and, if they were unsure of when their Ethics Training was due, to contact Ms. Dillon for information.

K. ADJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:55 p.m.

Respectfully submitted,

Ron Hovis, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)