

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
Myers Center Board Room
March 18, 2013**

Members Present: Mr. Stephen Campbell, Chair
Sheriff Alan Cloninger
Mr. Tom Keigher
Mr. Duane McCallister
Ms. Rhonda McLean
Ms. Ann Neal
Mr. James 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: Mr. Ron Hovis
Dr. Jim Watson

Others Present: Dr. Don Ammons, Mr. Todd Baney, Mr. Mark Carver, Faculty Senate Representative; Mr. Virgil Cox, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Adele Earls, Staff Senate President; Officer Larry Hardin, Security; Ms. Emily Houser, College Class Auditor; Dr. Joe Keith, Dr. Karen Less (representing Dr. Greer), Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, Dr. Sharon Starr, Ms. Susan Whittemore, Faculty Senate President; Ms. Tanisha Williams, and Mr. Carl Stewart, College Attorney.

- **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 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 of Sheriff Cloninger, second by Mr. McCallister, the agenda was approved as presented.

B. APPROVAL OF THE MINUTES FROM THE JANUARY 28, 2013, BOARD MEETING AND MINUTES OF THE FEBRUARY 15, 2013, BOARD RETREAT

Upon a motion by Sheriff Cloninger, second by Ms. McLean, the Minutes from the January 28, 2013 meeting and the February 15, 2013 Board Retreat, were approved as submitted.

C. INTRODUCTIONS

Dr. Skinner welcomed Ms. Susan Whittimore, Faculty Senate President; Mr. Mark Carver, Faculty Senate representative; and Ms. Adele Earls, Staff Senate President, to the meeting.

Ms. Emily Houser, Gaston College Class Auditor, was introduced. Ms. Houser attended the meeting on behalf of Dr. Greer, to answer any questions regarding Gaston College's Plan for Assuring Accountability and Credibility in Continuing Education.

A special "welcome back" was extended to Dr. Rios Husain, who returned March 18, 2013, from family medical leave.

D. PRESIDENT'S REPORT

1. President's Proposed Priorities for 2013-2014

The following priorities were submitted to the Board at the February 15, 2013, Board Retreat and were presented for approval:

- I. Continue emphasis on student success.**
- II. Continue preparations for Gaston College's 50th Anniversary Celebration to be held in 2014-2015.**
- III. Complete the strategic planning process and plan for implementation for 2014-2019.**
- IV. Continue planning and fundraising for the renovation of the Pharr Trade and Industrial Center and construction of the new Center for Advanced Manufacturing.**
- V. Evaluate and revise the Strategic Enrollment Management Plan for continued improvement.**

Mr. Ragan proposed that the Board consider an additional priority.

Review College HR policies and how they are implemented to assure compliance with all appropriate laws and regulations as well as best practices.

Chair Campbell suggested that the additional priority proposed by Mr. Ragan be included with the other proposed priorities and presented to the Board for review and approval at the Board meeting of May 13, 2013. Mr. Ragan agreed.

2. Gaston College's Plan for Assuring Accountability and Credibility in Continuing Education

The North Carolina State Board of Community Colleges requires that a Continuing Education Internal Audit be conducted in accordance with Gaston College's Internal Audit Plan. A Continuing Education Internal Audit was completed for the period of January 1, 2012, to December 31, 2012, the Spring Semester 2012, Summer Semester 2012, and Fall Semester 2012. In years past, the audit was reported to the Board on a more frequent basis, but the reporting is now done annually.

Committee Updates

Dr. Skinner briefed the Board on the outcomes of two policy committees on which she served, the Multiple Measures of Placement Policy and the Performance Funding Policy. Multiple Measures for Placement Policy establishes a hierarchy of measures that colleges will use to determine students' readiness for college-level courses, and the Performance Funding Committee developed recommendations for incorporating performance measures into colleges' regular formula budget allocations. Both policies have been approved by the NC Community College System and the NC Community College State Board, and will become effective within the next several months.

A copy of the Performance-Based Funding Report was included with Dr. Skinner's President's Report.

W. Dallas Herring Day

As part of the NC Community College System's 50th Anniversary, all 58 community colleges in North Carolina commemorated Dr. W. Dallas Herring's legacy by unveiling his portrait at a special ceremony on their campuses on March 6, 2013. Dr. Herring is considered the philosophical godfather of the state's Community College System. Mr. Carl Stewart, a longtime friend of Dr. Herring, spoke at Gaston College's unveiling ceremony. Dr. Herring's portrait is permanently displayed on the second floor of the Morris Library on the Dallas Campus.

Early Childhood Education Program

The College was recently notified that the Early Childhood Education Program has received additional funding in the amount of \$26,942 from the Early Childhood

Innovation Fund. The awarding of additional funding was the result of a proposal that was written by the faculty.

Meetings Attended

Meetings that Dr. Skinner attended during the month of February 2013 were listed for the Board's information.

E. SGA PRESIDENT'S REPORT

The following list of events were hosted or sponsored by the SGA during March 2013.

- Lunch with the Big Dawgs
- Sip-N-Sub Social
- American Red Cross
- Mocktails Alcohol and Text Awareness Program
- Mardi Gras Carnival

F. CAMPUS AFFAIRS

1. New Program – Esthetics Technology Certificate Program

The College plans to offer an Esthetics Technology Certificate Program (ETCP) at the Kimbrell Campus beginning with the fall 2013 semester. The new program will be two semesters in length, consisting of eight semester hours each semester, for a total of 16 semester hours. The program will offer clinic services to the public similar to the clinic services offered by the Cosmetology program. Estimated renovation costs for the Kimbrell Campus will be \$140,000; equipment and furniture will cost \$35,000. Perkins funds will be used to pay the salary of a full-time instructor, and it is possible that Perkins funds may cover the salary of a part-time instructor.

The ETCP program and curriculum has been approved by the Gaston College Curriculum Committee and will be submitted to the North Carolina Community College System office pending Board approval.

Upon a recommendation by the Campus Affairs Committee, Ms. Neal moved that the Gaston College Board of Trustees approve the new Esthetics Technology Certificate Program, at the Kimbrell Campus, with a starting date in the fall semester 2013. The motion carried.

2. New Program – Associate of Applied Science Degree in Industrial Systems Technology

The Associate Degree Program in Industrial Systems Technology will be an expansion of the Diploma program in Industrial Systems Technology that Gaston College is currently approved to offer as well as a repackaging of coursework the college already offers in other programs. The College's existing personnel and physical, financial, and learning

resources will be used to operate the program. Course enrollments are such that the existing courses can accommodate additional students in the program.

The proposed program has been approved by the College's Curriculum Committee and will be submitted for approval to the North Carolina Community College System office pending Board approval.

Upon a recommendation by the Campus Affairs Committee, Ms. Neal moved that the Gaston College Board of Trustees approve the new program, Associate of Applied Science Degree in Industrial Systems Technology, at the Dallas Campus, with a starting date of the fall semester 2013. The motion carried.

3. New Program – Associate of Applied Science Degree in Electrical Systems Technology

The College currently offers the Diploma in Electrical/Electronics Technology at the Dallas Campus, which is being renamed by the State to Electrical Systems Technology. The College plans to offer an Associate of Applied Science Degree in Electrical Systems Technology at its Dallas Campus beginning fall 2013.

The Diploma in Electrical/Electronics Technology that the College currently offers is comprised of 40 semester hours credit (SHC). The Associate of Applied Science in Electrical Systems Technology would be comprised of 72 SHC of which 15 SHC are general education courses. The remaining courses are offered in the diploma programs as required or elective courses.

The College's existing personnel and physical, financial, and learning resources will be used to operate the program. Course enrollments are such that the existing courses can accommodate additional students in this program.

The proposed program has been approved by the College's Curriculum Committee and will be submitted for approval to the NC Community College System office pending Board approval.

Upon a recommendation by the Campus Affairs Committee, Ms. Neal moved that the Gaston College Board of Trustees approve the new program, Associate of Applied Science Degree in Electrical Systems Technology, at the Dallas Campus, with a starting date in the fall semester 2013. The motion carried.

4. Revised Policy 5-5 – Internal Audit Plan

The State Board of Community Colleges requires that an Internal Audit Plan shall be maintained at each College. The Internal Audit Plan developed by the College and any subsequent modification of the Plan must be submitted to the local Board of Trustees for approval.

Upon a recommendation by the Campus Affairs Committee, Ms. Neal moved that the Gaston College Board of Trustees approve the Revised Policy 5-5 – Internal Audit Plan. The motion carried.

5. New Policy 5-1.25 – SACS Policies and Substantive Change

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have recently begun requiring that member institutions address compliance to SACSCOC policies. This is stated in *The Principles of Accreditation* (3.13.1) as, "The institution complies with the policies of the Commission on Colleges." Additionally, the SACSCOC policy on substantive change requires that member colleges have policies specifically for substantive change. The purpose of the proposed new Gaston College policy is to put a policy in place stating that the College complies with all policies of SACSCOC as well as the specific policy on substantive change.

Upon a recommendation by the Campus Affairs Committee, Ms. Neal moved that the Gaston College Board of Trustees approve the new Policy 5-1.25 SACS Policies and Substantive Change. The motion carried.

G. FACILITIES

1. Myers Center – SGA Renovation

The old testing center space in the Myers Center student services area will be renovated into an area comprised of work space, offices, and conference room. Four firms bid on the project – Heartland Contracting, LLC; Holden Building Company; Pinnix Construction; and Momentum Construction. Heartland Contracting, LLC, 1064 Van Buren Avenue, Indian Trail, NC 28079, submitted the lowest base bid of \$100,699. The total overall budget consisting of construction, architect, and contingency fees amounted to \$120,000. County capital funds will be the funding source for the project.

Heartland Contracting, LLC, completed the Katherine Harper Testing Center in August 2012, and the College was pleased with their project performance. A due diligence review of Heartland was conducted by the College in April 2012.

Upon a recommendation by the Facilities Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve awarding Heartland Contracting, LLC, 1064 Van Buren Avenue, Indian Trail, NC 28079, the bid of \$100,699 for the Myers Center SGA renovation project. The motion carried.

2. Kimbrell Classroom – Esthetics Conversion

The new Esthetics Technology Certificate Program will be taught at the Kimbrell Campus. Rooms 114A and 114B of the Classroom Building will be converted to an Esthetics classroom and lab. Because of the relationship of the Esthetics and Cosmetology programs, the College considered having both programs under the same

umbrella with both being taught at the Lincoln Campus; however, plans revealed that there was not enough space at the Lincoln Campus to house the Esthetics Program.

The bidding process was not completed at the time of the Finance and Facilities Committee meeting of March 11, 2012. Three bids were received for the conversion project on March 13. Companies that submitted bids were Pinnix General Contractors, Holden Building Company, and Heartland Construction. Pinnix General Contractors, 315 South Street, Gastonia, NC 28053, submitted the lowest bid of \$166,850. The College has had experience with Pinnix in the past and has been satisfied with their work. An updated credit check with Dun and Bradstreet revealed no issues. The total budget amount for the conversion project will be \$188,000, which includes architect and contingency fees of \$21,150. Equipment is not quoted in the construction numbers.

Upon a recommendation by the Facilities Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the bid of \$166,850 from Pinnix General Contractors, 315 South Street, Gastonia, NC 28053, for the Kimbrell Classroom Esthetics Conversion project. The motion carried.

3. NCCCS Form 3-1 Center for Advanced Manufacturing

NCCCS Form 3-1 for the Center of Advanced Manufacturing was presented to the Board for information purposes. The form is required for proposed new buildings and lists square footage, estimated costs, and sources of funds for the Center. The form requires the certification of the local Board of Trustees, and the signature of the Chairman and Secretary of the Board; and President of the College. The form was signed by Board Chair Stephen D. Campbell, Secretary James Smith, and President Patricia Skinner.

4. Architect Selection Committee for the Center for Advanced Manufacturing

After official approval by the State Construction office, the College will move forward with the evaluation and selection of an architect firm for the Center for Advanced Manufacturing project. The Facilities Committee recommends individuals to serve on an Architect Selection Committee, which historically is made up of College staff members and Trustees. The Facilities Committee recommended Mr. James Ragan, Chair, Facilities Committee; 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; Mr. Chuck Wray, Director of Purchasing; and Mr. Ray Ratchford, member of the Board of Trustees, as representatives to serve on the Architect Selection Committee for the Center for Advanced Manufacturing project.

Upon a motion by the Facilities Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the above name representatives to serve on the Architect Selection Committee for the Center for Advanced Manufacturing project. The motion carried.

5. Capital Reports

Mr. Ragan covered the progress reports on capital projects that are currently underway.

1. Esthetics Conversation at Kimbrell Campus
Pinnix General Contractors was approved as the lowest bidder on the Kimbrell conversion project with a bid of \$166,850. Pinnix was the contractor on the recent bookstore project, and there were no issues involved with the project.
2. SGA Renovation – Myers Center
Heartland Contracting, LLC is the low bidder on the SGA renovation. Heartland bid \$100,699 to renovate the old testing center space in the Myers Center student services area into SGA work space, offices, and conference room. Heartland is ready to begin work and estimates that it will take approximately four weeks to get the project completed.
3. Roof Replacement – Harney Hall, Kimbrell Campus
Dry-Tech Commercial Roofing Services, Inc. anticipates beginning the re-roofing in March; however, depending on weather delays, the completion date of April may be moved up to May.

H. FINANCE

1. FY 2013-2014 Proposed Gaston County Operating Budget

The FY 2013-2014 operating budget request for Gaston County is \$4,713,423. The request includes an increase of \$286,500 to support the addition of the Kimbrell Campus operating costs (as part of the multi-campus status), anticipated salary increase, increase of benefits costs, estimated utility increase, and increasing gasoline and maintenance supplies.

• Kimbrell Campus maintenance and operations	\$170,000
• 2% salary increase and related FICA	35,500
• Retirement plan (2.5%) and Health Insurance increases	10,000
• Estimated Duke Energy utility increase (5%)	56,000
• Increasing cost of gasoline and maintenance supplies	<u>15,000</u>
Total estimated increase	\$286,500

Upon a recommendation by the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the proposed FY 2013-2014 Gaston County Operating Budget request of \$4,713,423. The motion carried.

2. FY 2013-2014 Proposed County Capital Project Budget

The College is requesting \$1,000,500 for the FY2013-2014 County Capital Project Budget. Prioritized requests for 2013-2014 include some ADA elevator replacements, HVAC upgrades, energy conservation, addition of a campus police car, paving, graveling, curbing, and striping projects, maintenance reserve, corner roof coating, and the installation of a fence around the driving track. At the request of the county, the College was asked to prepare five-year capital projections. These were available for the Board's information.

In a discussion regarding ADA elevator compliance issues, Ms. McCrory explained that the College has internally identified ADA compliance issues with some of the elevators on campus (some of the older elevators have been grandfathered in). These issues will be addressed as funding permits. In the meanwhile, the College is making reasonable accommodations until these issues can be addressed.

Mr. Keigher, Gaston County Commissioner, inquired if his voting on the county budget would be a conflict of interest? Mr. Stewart, College Attorney, replied that Mr. Keigher would be acting in his capacity as a trustee and his voting would not be considered a conflict of interest.

Upon the recommendation of the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the proposed FY 2013-2014 County Capital Project Budget of \$1,000,500. The motion carried.

3. Supplemental State Budget Allocation

Supplemental State Budget Allocation #5 – Customized Training (361) in the amount of \$5,521 was received after the FY 2012-2013 Budget was finalized. It is presented to the Board as an information item.

4. Financial Reports

Mr. Smith covered the monthly financial reports consisting of the Year to Date Summaries of Expenditures for FY 2012-2013, as of February 28, 2013, for State and Gaston and Lincoln Counties operating budgets. Also reviewed were the proprietary accounts in comparison to the previous year (YTD month ended 2/28/13). The reports were presented to the Board as a matter of information.

I. CHAIRMAN'S REPORT

1. ACCT Leadership Congress

Chair Campbell informed the Board that the ACCT Leadership Congress is scheduled for October 2-5, 2013, in Seattle, Washington. The sessions are very informative and a good opportunity to interact with other trustees from across the country. Although there

are travel restraints with the budget, funds will be available for three, possibly four trustees to attend. Anyone who is interested should contact Chair Campbell. An equitable decision will be made as to who will attend.

2. EXECUTIVE SESSION

Chair Campbell asked for a motion to enter into Executive Session with Board members and administrative staff.

Upon a motion by Sheriff Cloninger, second by Mr. Ratchford, the Board voted to go into Executive Session at 4:50 p.m.

At 5:20 p.m., Chair Campbell excused the administrative staff for further discussion with Board members.

Upon a motion by Mr. Keigher, second by Mr. McCallister, the Board voted to return to regular session.

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

Upon a motion by Mr. Keigher, second by Mr. Sudyk, the Board voted to adjourn. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

James C. Smith, Secretary

Stephen D. Campbell, Chair

Sylvia Dixon, Recording Secretary

(College Seal)