

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
March 24, 2014**

Members Present: Mr. Stephen Campbell
Mr. Ron Hovis, Secretary
Mr. Brett Keeter
Mr. Tom Keigher
Mr. Jim Ragan
Ms. May Gray Robinson
Ms. Patricia Rudisill
Mr. James Smith, Chair
Mr. Bill Sudyk
Mr. Randy Vinson
Dr. Jim Watson, Vice Chair
Ms. Aubrey Gardner, SGA President

Dr. Patricia Skinner

Members Absent: Sheriff Alan Cloninger
Ms. Rhonda McLean
Mr. Ray Ratchford

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Todd Baney, Ms. Leslie Berryhill, Ms. Kimberly Branch, Ms. Joyce Crumpton, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Jane Duncan, Ms. Ann Elliott, Ms. Sharon Greely, Ms. Juanita Gunnell, Mr. Travis Hogue, Ms. Emily Houser, Dr. Joe Keith, Ms. Holly Lambert, Dr. Karen Less, Ms. Cynthia McCrory, Dr. John McHugh, Ms. Diane Metcalfe, Ms. Stephanie Michael-Pickett, Ms. Chastity Page, Mr. Anthony Pruitt, Dr. Silvia Patricia Rios Husain, Mr. Brad Rivers, Mr. Calvin Shaw, Ms. Deborah Stagner, Ms. Khiem Villanueva, Ms. Melisa Walker, Ms. Tanisha Williams, 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 – Ms. Robinson**
- **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

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

Change in procedure of approving Board Minutes.

Chair Smith pointed out a matter in the Robert's Rules of Order (2011 Edition, Newly Revised) that affects the approval of the Board Minutes. Past procedure has been that the Minutes were presented, a motion made for approval, seconded, request for discussion, and a vote taken. The rules also allow the Minutes to be presented, a call for any additions or corrections, and the Board Chair declares the Minutes approved. From this point forward, the Board will adopt this procedure.

B. APPROVAL OF THE MINUTES FROM THE FEBRUARY 7, 2014, BOARD MEETING AND THE FEBRUARY 7, 2014, BOARD RETREAT

Chair Smith presented the Minutes of the February 7, 2014, Board Meeting, and asked if there were any additions or corrections. Mr. Keigher pointed out that Ms. McLean's name had been omitted from the list of members present. The correction was noted and the Minutes of the February 7, 2014, meeting will be corrected to reflect the addition of Ms. McLean's name to the list of attendees.

Chair Smith declared the Board Minutes of February 7, 2014, approved with the addition noted above.

Chair Smith presented the Minutes of the February 7, 2014, Board Retreat, and asked if there were any additions or corrections. None were identified. Chair Smith declared the Board Retreat Minutes of February 7, 2014, approved.

C. INTRODUCTIONS AND SPECIAL PRESENTATION

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

1. Welcome New Employees

Dr. Skinner welcomed Ms. Leslie Berryhill, Senior Microscopist/Materials Engineer-Textile Technology Center.

Dr. Ammons introduced the following new employees in his department:

Ms. Kimberly Branch – Secretary-Health and Human Services, Lincoln Campus

Ms. Holy Lambert, Secretary-Community Education/Traffic School
Ms. Chastity Page, Instructor-Associate Degree Nursing

Dr. Rios Husain introduced the following new employees in her department:

Mr. Anthony Pruitt – Assistant Director-Registration and Records
Khiem Villanueva – Secretary-Student Services
Ms. Melisa Walker – Secretary-Student Services (Persistence and Retention)

Ms. McCrory introduced the following new employee in her area:

Ms. Sharon Greely – Housekeeper

2. Business and Industry Update Presentation

Dr. Rios Husain introduced Ms. Diane Metcalfe, Director-Corporate Education, and Mr. Brad Rivers, Director-Small Business Center. Each presented updates from their respective areas about the College's involvement with Business and Industry.

Ms. Metcalfe reported on the Lincoln County Career Expo *Manufacturing a Future that Works*, that was held February 27, 2014. Over 800 high school and middle school students, in addition to school teachers, counselors, staff and school administrators attended. Representatives from Gaston College provided information on pre-engineering programs, career plans, and how the College might prepare students for the high-tech, skilled workplace. Ms. Metcalfe provided a list of 24 companies located in Lincoln County whose employees have received customized training from Gaston College since 2007.

Mr. Rivers presented information on his involvement with small, area businesses in Lincoln County. Since 1999, he has worked with 2,100 different companies in some capacity – advising, assisting with the development of small business plans, and other matters related to the start-up of a small business. The Small Business Center at Gaston College has served 191 clients in Lincoln County from 2007 to 2013, providing jobs to 238 full-time employees and 164 part-time employees with a sales volume of \$9.4M.

The PowerPoint presentations provided by Ms. Metcalfe and Mr. Rivers are on file with the minutes of the meeting.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and trips since the November 2013, Board meeting. A full, detailed report is attached with the Minutes.

- Shared state budget information and college updates to our legislators at a Legislative Breakfast January 17, 2014. Two Gaston College students gave a presentation to the group.

- Participated in a JobReady TV show on PBS Charlotte, hosted by Dr. Tony Zeiss, President of Central Piedmont Community College, on February 5, 2014.
- Hosted a meeting with the Lincoln County Manager; the Director of the Lincoln County Economic Development Association; and the Gaston County Manager, on February 17, 2014, to discuss budgets, acquaint them with the mission of the College, and tour of the campus.
- Participated in an Educational Focus Summit panel discussion on March 7, 2014, sponsored by the Gaston Regional Chamber and CaroMont Health.
- Spoke at the Gamma Beta Phi Honor Society's induction ceremony on March 14, 2014.
- Discussed partnerships and future needs between Gaston College and the Lincoln County School System at a special summit on Partners in Education on March 21, 2014.

Conferences and Meetings attended:

- Statewide Trustee Training meeting on November 26, 2013, at Davidson Community College.
- Annual Meeting of the SACSCOC in Atlanta on December 7-10, 2013.
- NC Association of Community College Presidents (NCACCP) monthly meeting on December 18, 2013, in Raleigh
- Winter Postsecondary State Policy Team meeting in New Orleans, January 27-29, 2014.
- Winter meeting of the NCACCP, January 29-31, 2014, in Raleigh.
- American Association of Community Colleges (ACCT) National Legislative Summit, Washington, D.C., February 10-13, 2014.
- DREAM 2014: Achieving the Dream Annual Institute, Lake Buena Vista, Florida, February 23-27, 2014.
- NC Association of Community College Presidents meeting in Raleigh, March 19, 2014.

D-1. PRESIDENT'S PROPOSED PRIORITIES FOR 2014-2015

At the February 7, 2014, Board Retreat, The Board reviewed and discussed the College's priorities for the President for 2014-2015. The priorities were presented to the Board for final approval at its meeting of March 24, 2014.

- I.** Implementation of student success initiatives (AtD, CBD, SuccessNC) aimed at student persistence, closing achievement gaps, and program/credential completion with a special emphasis on advising.
- II.** Execution of successful events and fundraising for the College's 50th Anniversary Celebration.
- III.** Continue focus on and expand partnerships and commitments to Lincoln County.

- IV.** The management and execution of the renovation for the Pharr Trade and Industrial building and the development and execution of a successful capital fundraising effort for current institutional infrastructure priorities.
- V.** Implementation of the Strategic Enrollment Management Plan for continued improvement.
- VI.** Establish a timeline and plan for review of all HR policies.

In the discussions at the Board Retreat regarding the 2014-2015 President's Proposed Priorities, it was decided to eliminate the original Priority III *Implementation of the 2014-2019 Strategic Plan*, since the Strategic Plan was soon to be concluded. Priority III was replaced with: *Continue focus on and expand partnerships and commitments to Lincoln County.*

There was a question as to the anticipated completion of Priority VI – *Establish a timeline and plan for review of all HR policies.* Mr. Baney responded that due to the enormity of the project, it could possibly take longer than a year. He will be meeting with department heads to develop a time line.

Upon a motion by Mr. Hovis, second by Mr. Keigher, the Board approved the President's Priorities for 2014-2015. The motion carried.

D.2 APPROVAL OF THE 2014-2019 GASTON COLLEGE STRATEGIC PLAN

The College began the strategic planning process in 2012. Dr. L. Pendleton Armistead, President of The Armistead Group, was hired as a consultant to assist the College in the planning process. Group forums were held with administration, students, faculty, and the community to gather feedback in developing plans for the College's future. The culmination of these efforts was merged into strategic initiatives and goals, in addition to the revised mission and vision statements.

The Strategic Plan will serve as the basis for the development of annual strategies and plans of action by each operating unit of the College.

The Master Facilities Plan will be developed in 2015.

Upon a motion by Mr. Keigher, second by Mr. Hovis, The Gaston College Board of Trustees approved the "Opportunities for Life" Gaston College Strategic Plan 2014-2019, and revised Mission and Vision Statements. The motion carried.

D-3 Gaston College's Plan for Assuring Accountability and Credibility in Continuing Education

As required by the North Carolina State Board of Community Colleges, the Gaston College Continuing Education Internal Audit was completed in accordance with the College's Internal Audit Plan for the period of January 1, 2013 to December 31, 2013. The Continuing Education Internal Audit was completed in accordance with Gaston College's Internal Audit Plan for spring, summer, and fall Semesters 2013.

The Continuing Education Internal Audit was submitted to the Board as a matter of information.

Other

The Department for EMS Education has been granted national certification through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. This is a major accomplishment for Gaston College and Mr. Kent Spidler, Director of the Department for EMS Education, and his staff, who have worked diligently toward attaining these national standards.

E. SGA PRESIDENT'S REPORT

Ms. Gardner gave the following update on SGA activities since November 2013:

- Toys for Tots/Military Mail – 156 gently used and new items were given as gifts to children during Christmas 2013. Approximately 250 Christmas cards were collected from faculty, staff and students to send to troops serving overseas.
- The Social Pizza – A social pizza was held for evening student's at all three campuses during the months of January, February and March, 2014. The purpose was to provide a networking atmosphere.
- Club Awareness Day – A Club and Domestic Awareness Day was held January 15, 2014. Eighteen clubs were represented.
- Blizzard of Bucks – A money wind tunnel filled with \$500 in cash was available on January 29 to students who were randomly selected to participate in trivia and fun activities to win a chance for cash. A total of 117 students participated.
- Valentines to Vets – Over 450 signed valentines hearts were collected during February and mailed to veteran facilities in Salisbury, Charlotte, and Washington, D.C.
- Clearly You Crystals – Students were given the opportunity to have a moment in their life at Gaston College permanently etched in crystal.
- Red Cross Blood Drive – The SGA along with the American Red Cross and Community Blood Center of the Carolinas hosted campus blood drives in September, November, and February. A total of 86 units were collected, which will assist 258 individuals.
- N4CSGA Divisional Meeting – The SGA hosted the Western Divisional N4CSGA meeting on March 2, 2014. The meeting involved leadership sessions, conference

updates/expectations, and a presentation on resume writing/dressing for success. Six schools were in attendance with 41 attendees present.

F. CAMPUS AFFAIRS

Mr. Ragan presented information for the Campus Affairs Committee on behalf of Ms. McLean, Committee Chair, who was absent from the meeting.

1. Proposed new Associate Degree Program: Human Services Technology – Developmental Disabilities Concentration

The proposed new Developmental Disabilities Concentration Associate Degree for the Human Services Technology Program will be designed to train technicians to work with children and adults with physical, mental, and emotional disabilities. Students completing the two-year associate degree course would be prepared for employment in group homes, foster care homes, respite services, vocational rehabilitation agencies, sheltered workshops, adult developmental activities programs, early childhood intervention programs, and other programs for the developmentally disabled and individuals with intellectual disabilities (formerly known as mental retardation) and their families.

Data received from potential employer needs assessments in Lincoln and Gaston Counties revealed that employers would consider graduates from the Human Services Technology Program with a preference for graduates with a Developmental Disabilities Concentration.

A list of required curriculum classes was presented to the Board for information; and are filed with the minutes of the meeting.

A fall 2014 start date is projected.

Upon a recommendation from the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the new Associate Degree Program: Human Services Technology – Development Disabilities Concentration with a starting date of fall semester 2014. The motion carried.

2. Proposed New Diploma Program: Health Science – Therapeutic and Diagnostic Services–Nursing Assistant D45930

The Diploma in Health Science: Therapeutic and Diagnostic Services-Nursing Assistant D45930 is a new diploma created for the North Carolina Community College System (NCCCS). Previously, North Carolina community colleges did not have an Allied Health option that provided students with the opportunity to gain a marketable credential as they prepared for admission to highly competitive, selective admission programs. The NCCCS staff worked with Allied Health Deans/Directors to develop a diploma program that will provide students with a pathway leading to an entry-level employment

credential. The Therapeutic and Diagnostic Services Diploma includes general education courses as well as Nursing Assistant certification.

Last year over four hundred students applied to our Gaston College nursing programs to fill one hundred eighty three (183) slots, therefore two hundred forty five (245) were not accepted. This new diploma would provide prerequisites for those students to apply to nursing programs, provide them with employable credentials, and also provide opportunities for them to enter other Allied Health programs.

The proposed new diploma program will be designed to train individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages. Students completing the two-year diploma degree pathway would be eligible to be listed on the Division of Health Service Regulation (DHSR) Nurse Aide registry as a Nursing Assistant I and the NC Board of Nursing Nurse Aide II registry as a Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities and doctors' offices.

Potential interest received from school counselors in Lincoln and Gaston Counties revealed that this would be a great pathway for the Career & College Promise (CCP) high school students. Students will complete general education courses that provide a foundation for success in nursing and other allied health curricula. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs throughout higher education. The College has adequate staff to offer the program.

A fall 2014 start date is projected.

Two charts depicting the courses required for the new diploma program and the Career and College Promise Pathway were presented for information and filed with the Minutes.

Upon a recommendation from the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the new Diploma Program: Health Science – Therapeutic and Diagnostic Services-Nursing Assistant D45930 with a starting date of fall semester 2014. The motion carried.

3. 2014 Comprehensive Articulation Agreement

Mr. Ragan presented the following as a matter of information on behalf of the Campus Affairs Committee:

The State Board of Community Colleges and the UNC Board of Governors approved the 2014 Comprehensive Articulation Agreement at a joint meeting held on February 21, 2014. The Agreement includes revisions to the Associate in Arts and Associate in Science curriculum standards and changes in the Transfer Course List. A memorandum explaining the four key policy changes to the Articulation Agreement is attached for the Board's information.

Universities have identified a list of Universal General Education Transfer Courses at the community college level that are guaranteed to transfer for general education equivalency credit to each of the 16 constituent institutions. These courses apply to the Associate in Arts and the Associate in Science degrees and are not designed to transfer technical courses.

It was noted that some faculty may have to give up favorite courses as a result of the articulation agreement, but there has been minimal negative reaction at Gaston College.

G. FINANCE

1. FY 2014-2015 Gaston County Operating Budget

The FY 2013-14 budget requested an operating increase of \$286,500 to support the addition of the Kimbrell Campus maintenance and operations, increasing benefit costs and increasing utility costs. The County funded the \$170,000 for the Kimbrell Campus.

The FY 2014-15 budget requests the unfunded items from the FY 2013-14 budget request plus an additional \$33,503, for a total increase on the current approved budget of \$150,003.

• 2% salary increase and related FICA	\$35,500
• Retirement plan (2.5%) and Health Insurance increases	\$10,000
• Two years of Duke Energy utility increase (5% for 2013-14 and 4% expected for 2014-15)	\$93,000
• Increasing cost of gasoline and maintenance supplies	\$15,000
• Consolidation of two management positions, net savings	(\$61,000)
• Increased salary and benefit costs (Waddell)	\$37,000
• Supply, uniform, and contracted services increased	<u>\$20,503</u>
Total estimated increase	\$150,003

The FY 2014-2015 operating budget request for Gaston County totals \$4,746,926.

A copy of the proposed FY 2014-2015 Gaston County Operating Budget was proved for the Board's information.

Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2014-2015 Gaston County Operating Budget. The motion carried.

2. FY 2014-2015 County Capital Project Budget

The Board reviewed a copy of the proposed FY 2014-2015 County Capital Project Budget along with five-year projections as requested by the county. The FY 2014-2015 County Capital Project Budget total for planned projects is \$925,000. In prior years, the College has requested \$697,000. If the County funds less than the \$925,000 requested,

the Myers Center Elevator Replacement (ADA) Project, which is currently considered a priority "1" level, could be deferred and other projects moved to the forefront. As the list of priority projects change, the College will revise the list and bring it back to the Board for review at a later meeting.

The proposed FY 2014-2015 County Capital Project Budget is subject to change due to any unforeseen maintenance expenses.

The five-year projections were reviewed by the Board and included with the minutes of the meeting.

Upon a recommendation by the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2014-2015 County Capital Project Budget of \$925,000. The motion carried.

3. Disposal of Surplus Equipment

In September 2013, the Board approved the sale of surplus audio visual equipment and furnishings from the Myers Center auditorium at public auction. The items were listed on GovDeals.com, an online auction designed for government affiliated agencies to dispose of their surplus equipment. The sale of audio visual equipment and furnishings from the Myers Center Auditorium grossed \$11,284. The proceeds will be used to offset auditorium renovation costs.

The website allows the seller to give bid access to the public and other government agencies. Each selling agency can establish its own auction rules and regulations including bid price reserve, guaranty waivers, and auction dates. GovDeals collects the proceeds and remits them to the seller less the buyer's premium. GovDeals absorbs all costs of charge backs from credit cards.

The College is requesting permission to list and sell surplus equipment as the need arises on GovDeals.com. Sale of surplus equipment by public auction meets the criteria established by the state. The College will summarize activity and report to the Finance Committee annually. Proceeds from all sales are credited back to the original fund source.

North Carolina General Statute 115D-15 permits colleges to sell equipment in the same manner as public schools. North Carolina General Statute 160a-270 permits colleges to sell personal property at public auctions when "the local board of trustees at a regular board meeting shall adopt a resolution or order authorizing the college to dispose of the property at a public auction".

Any item valued at \$15,000 or greater will be reviewed by the Finance Committee before listing with GovDeals.

Upon a recommendation by the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the sale of surplus equipment with scrap value less than \$15,000 by public online auction as the need arises. The motion carried.

4. Supplemental State Budget Allocation and Reversion

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

#6	Bio-Ed Center	\$149,000
	Customized Training (365)	\$ 20,432
	Reversion	(\$123,815)
	Longevity	\$319,702
	Customized Training (359)	<u>\$ 3,406</u>
	Total	\$368,725

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.

This item was presented to the Board as a matter of information. No action was required.

Supporting allocation reports are filed with the Minutes.

5. Financial Reports

A 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, were presented for the Board's information. No action was required.

H. FACILITIES

1. 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
Pharr bids were due on March 25 at 2:00 p.m. The anticipated construction completion date is December 12, 2014
- Center for Advanced Manufacturing (CAM)
The program review is currently underway. It is hoped the College will have the drawing by early May 2014.

- Myers Center Auditorium Renovation
Construction permit received and construction began January 27, 2014. Construction completion is expected in mid-May 2014.
- Craig Arts and Sciences Building ADA Compliant Elevator
Construction began in February 2014. Elevator equipment and building façade materials are on order. Construction completion date has not estimated at this point.

Mr. Keigher voiced his concerns regarding some of the buildings and renovation projects on our campuses that need to be completed. During discussion it was suggested that trustees contact county commissioners personally about the importance of funding for the College or perhaps host a reception/gathering. Chair Smith will consider getting a group together to develop a plan for follow up.

I. REPORT FROM NCACCT

The North Carolina Association of Community College Trustees (NCACCT) is holding its 2014 Spring Law/Legislative Seminar in Raleigh April 9-11. Trustees are encouraged to attend. Dr. Skinner, Chair Smith, Ms. Robinson, Mr. Keeter, Mr. Keigher, and Mr. Vinson are registered to attend.

Mr. Vinson reported that the General Assembly has been active in articulation and audit issues and have made progress in both of these areas. He asked trustees to continue lobbying with our legislators since budgets continue to be tight.

J. CHAIRMAN'S COMMENTS

Chair Smith reminded trustees that the Board will be reviewing and discussing the President's evaluation at the May 12th meeting. The evaluation from will be completed through survey monkey. The survey will be emailed to each trustee in mid-April.

K. EXECUTIVE SESSION

Chair Smith entertained a motion to enter the Board into Executive Session. Mr. Keigher made the motion, seconded by Dr. Watson.

Chair Smith entertained a motion to close Executive Session and return to Open Session. Mr. Keigher made the motion, seconded by Mr. Campbell.

L. ANNOUNCEMENTS

Upcoming College events, meetings, and reminders of interest to the Board were covered.

M. ADJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Ron Hovis, Secretary

James C. Smith, Chair

Sylvia Dixon, Recording Secretary

(College Seal)