

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
Myers Center Board Room
March 26, 2012**

Members Present: Mr. Stephen Campbell, Chair
Mr. Ron Hovis
Mr. Tom Keigher
Mr. Duane McCallister
Ms. Rhonda McLean
Ms. Ann Neal
Mr. Jim Ragan, Vice Chair
Mr. James Smith, Secretary
Mr. Randy Vinson
Dr. Jim Watson
Mr. Dan Wilson

Dr. Patricia Skinner, President

Members Absent: Sheriff Alan Cloninger
Mr. Ray Ratchford
Mr. Bill Sudyk

Others Present: Mr. Jose Alcantara, Ms. Sylvia Bajorek, Mr. Todd Baney, Ms. Leslie Best, Ms. Rhonda Blake, Mr. Sam Buff, Ms. Michelle Byrd, Mr. Bruce Cole, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Adele Earls, Dr. Joe Keith, Mr. Wesley Landrum, Dr. Karen Less, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Ms. Debra Payseur, Mr. Ernest Puglisi, Dr. Silvia Patricia Rios-Husain, Ms. Melanie Skinner, Dr. Sharlene Smith, Ms. Vickie Smith, Ms. Stephanie Tolliver Osborne, Ms. Tanisha Williams, Mr. Tony Wilson, Ms. Sandra Wright, Ms. Christine Ziemba-Tolbert, and Ms. Amanda Millard, Gaston Gazette Education Reporter

- **Board Chair Stephen Campbell called the meeting to order at 4:00 p.m. and declared a quorum present.**

- **Invocation – Mr. Ragan**

- **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. Wilson, second by Mr. Watson, the Agenda was approved as presented.

B. APPROVAL OF THE MINUTES FROM THE FEBRUARY 10, 2012, BOARD MEETING AND RETREAT.

Upon a motion by Mr. Wilson, second by Mr. Hovis, the Minutes from the February 10, 2012, Board Meeting and Retreat were approved as submitted.

C. INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Introduction of New Employees

Dr. Skinner recognized Ms. Melanie Skinner as the outgoing Faculty Senate President for 2011-12. Also present was Staff Senate Vice President Ms. Adele Earls, who will be assuming the office of President of Staff Senate for 2012-13.

The following new employees were introduced: Mr. Sam Buff, Director-Textile Technology Center; Ms. Cynthia McCrory, Vice President for Finance, Facilities, and Operations; Ms. Rhonda Blake, Instructor-Cosmetology; Ms. Michelle Byrd, Dean-Business and Information Technology; Mr. Ernest Puglisi, Instructor-Information Technology; Dr. Sharlene Smith, Instructor-Information Technology; Ms. Vickie Smith, Secretary-Cooperative Education and Student Employment; Ms. Sandra Wright, Instructor-Developmental Math; and Ms. Christine Ziemba-Tolbert, Instructor-ACA, Academic Related Study Skills

2. Resolutions:

A resolution was presented to Ms. Stephanie Tolliver Osborne, Coordinator-Writing Center/Instructor-English, honoring her as the first instructor from Gaston College to receive the R.J. Reynolds Excellence In Teaching Award for 2012. The award will be presented to Ms. Tolliver Osborne at the "Great Within the 58" NC Community Colleges Excellence Event, to be held in Raleigh, NC, on April 19, 2012. The resolution follows:

WHEREAS, Ms. Tolliver Osborne has brought honor to the college by receiving the North Carolina Community College System's R.J. Reynolds Excellence in Teaching award for 2012; and

WHEREAS, Ms. Tolliver Osborne developed a proposal to begin a Writing Center, collaborated with others to get grant funding, resulting in a successful Belk Foundation grant for \$96K; and

WHEREAS, Ms. Tolliver Osborne opened the Dallas Campus Writing Center in January 2010, where the goals for operation have been exceeded by nearly 900%; and

WHEREAS, Ms. Tolliver Osborne expanded the Writing Center to the Lincoln Campus in spring 2011, and to the Kimbrell Campus in fall 2011; and

WHEREAS, Ms. Tolliver Osborne instituted a monthly poetry reading organized by student volunteers called, *Poetry Viva Voce*, and initiated the process to publish a campus literary magazine titled, *Weavings & Unravelings: A Literary Review*, which pays homage to Gaston and Lincoln counties' histories; and

WHEREAS, Ms. Tolliver Osborne has developed and "leveled" five courses for online delivery, and in the classroom maintains an environment that is full of personality, productivity, and passion with a retention rate that regularly exceeds 80%; and

WHEREAS, Ms. Tolliver Osborne has implemented new educational technologies in the Writing Center that cater to various learning styles, and uses Blackboard technologies to host virtual office hours and to have an active web presence for the Writing Center that is "instant" for Gaston College students; and

WHEREAS, Ms. Tolliver Osborne, an English instructor, has shown an extraordinary level of commitment, leadership, enthusiasm, and innovation to enhance educational opportunities for the students of Gaston and Lincoln communities; therefore be it

RESOLVED, that the Gaston College Board of Trustees hereby gives formal expression of its gratitude to Ms. Stephanie Tolliver Osborne and does hereby acknowledge the substantial contributions she has made to this organization and directs that this Resolution be placed in the minutes of the Board of Trustees and a copy be given to Ms. Tolliver Osborne.

Respectfully,
Stephen D. Campbell, Chair

James C. Smith, Secretary

March 26, 2012

A resolution honoring the service of Ms. Sylvia Bajorek, Chief Development Officer/Executive Director-Gaston College Foundation, was presented by the Board of Trustees in honor of her upcoming retirement from Gaston College. The resolution follows:

WHEREAS, Ms. Bajorek has worked with the President, Board of Trustees, Executive Council, and Foundation Board to provide vision and leadership in developing public and private funding sources, acquiring a total of \$23.8 million in support of the College mission; and

WHEREAS, Ms. Bajorek has overseen all facets of operation of the College Foundation, formulating policies, procedures, and strategies for the effective operation of development efforts, including supervision of the Director of Grants and Special Projects position and Marketing/Public Relations personnel; and

WHEREAS, Ms. Bajorek coordinated and lead the Strategic Planning Process; orchestrated many College building dedications and open houses; was instrumental in leadership of Bond referendums; and graciously performed hosting duties for SACS visits; and

WHEREAS, Ms. Bajorek was pivotal in identifying private and public donors and prospects, and other potential funding sources for new College buildings; and steadfast in cultivating and maintaining profitable, long-term fundraising relationships; and

WHEREAS, Ms. Bajorek spearheaded the college's ongoing fundraising program, *Friends of Gaston College*; maintains a master file of donors; and oversees timely recording, reporting, and acknowledgment of gifts to the College; and

WHEREAS, Ms. Bajorek provided strategic communications support to the President and to the organization that included speech writing, presentations, talking points, scripts, and other communication, as needed; and

WHEREAS, Ms. Bajorek was instrumental in recruiting administrative support for the management of the Foundation's investment portfolio; and

WHEREAS, Ms. Bajorek has shown dedication, persistence, and vision in securing funds to enhance educational opportunities for the students of Gaston and Lincoln communities; therefore be it

RESOLVED, that the Gaston College Board of Trustees hereby gives formal expression of its gratitude to Ms. Sylvia Bajorek and does hereby acknowledge the substantial contributions she has made to this organization during the past 15 years and directs that this Resolution be placed in the minutes of the Board of Trustees and a copy be given to Ms. Bajorek.

Respectfully,
Stephen D. Campbell, Chair

James C. Smith, Secretary

March 26, 2012

D. PRESIDENT'S REPORT

1. President's Proposed Priorities for 2012-13

The following priorities were submitted to the Board at the February 10, 2012, Board Retreat and were presented for approval:

- Continue the development, analysis, and possible expansion of programs and initiatives related to student success, persistence, and retention.
- Develop a plan for celebrating Gaston College's 50th anniversary.
- Develop a strategic planning process for 2014 – 2019.
- Prepare for the renovation of the Pharr Trade and Industrial Building into a Center for Advanced Manufacturing.
- Successfully implement the Early College High School on the Dallas Campus.
- Evaluate and improve cross-divisional financial aid processes.
- Continue to provide leadership in securing additional funding for the College through the Foundation.

Upon a motion by Mr. Hovis, second by Ms. Neal, the Board of Trustees approved the priorities presented for Dr. Skinner for the period July 1, 2012, through June 30, 2013.

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

The following was presented to the Board as a matter of information:

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, 2011, to December 31, 2011, the Spring Semester 2011, Summer Semester 2011, and Fall Semester 2011.

3. Updates

Dr. Skinner's written report was presented for information. Points covered in the report included:

- Installation of multimedia upgrades to the Board Room which will allow presenters to more easily share information via various technical methods.
- Participated in *Glimpses of Gaston College* radio broadcast on WSGE 91.7 FM each Tuesday, Thursday, and Saturday, and the first Sunday of each month featuring periodic updates about the College.
- Distributed the final report published by the Performance Measures Committee, which establishes a plan of action for developing a new performance funding model.
- Attended the following off-campus meetings in January and February, 2012:
 - NCACCP Winter meeting in Duplin County, NC
 - Achieving the Dream/Developmental Education Initiative Winter State Policy Meeting, Seattle, WA
 - ACCT National Legislative Summit, Washington, D.C.
- Presented a Gaston College update to the Gaston County Commissioners supporting the College's need for additional funds to complete three County Capital Projects for 2010-2011, and a request to renovate the Pharr Trade and Industrial Building into a Center for Advanced Manufacturing.
- Accolades for Ms. Stephanie Tolliver Osborne, the first Gaston College instructor to receive the state-wide R.J. Reynolds Excellence in Teaching Award; and Mr. Darren Stewart, SGA President, representing Gaston College at the NC Academic Excellence Awards in Raleigh on April 19. In addition, Duke Energy, nominated by Gaston College because of its many contributions to Gaston College, will be receiving the 2012 Distinguished Partners in Excellence Award.

Dr. Skinner distributed copies of Critical Success Factors, which highlights examples of benchmarks used in comparing important college functions to other community colleges within the state. Also distributed were commonly used acronyms used by the College.

Dr. Skinner's full report is included with the minutes and filed in the President's Office.

E. SGA PRESIDENT'S REPORT

Mr. Stewart gave a report of the following SGA activities:

- Assisted and participated in late registration
- Held a Welcome Day to increase awareness of student organizations

- Hosted a jazz band in collaboration with Men of Excellence and Minority Affairs in support of Black History Month
- Hosted a blood drive with American Red Cross
- Sent eight SGA student delegates to the N4CSGA Spring Regional Meeting
- Hosted a Commuter Appreciation Day
- Preparing for the SGA elections and Distracted Driving Awareness Simulator
- Hosting Spring Fest on all three campuses in April

The SGA Academic Awards Banquet will be held May 1, 2012, in the Myers Center Cafeteria.

F. FACILITIES

1. Capital Reports

Mr. Cole gave a status report on the following capital projects:

Jerry W. Cochrane Science and Technology Building Lower Level

Construction is complete; the project invoicing is projected to be closed out by June 2012.

Radio/Broadcast Production Remodel and Renovation – CAS Project I

The project is 65% complete. There were two delays in the construction, which impacted the renovation schedule by 3-4 weeks. The completion date is projected for the end of March 2012.

Testing Center Remodel and Renovation - CAS Project II

The design has been finalized. The project is projected to be bid in late March 2012, with bids due by mid-April 2012. The Center will provide a centralized testing location for students.

Boiler Building Project

The project design is complete. The project is projected to be bid by late March 2012, with bids due by mid-April 2012.

Lena Sue Beam Renovation

The renovation of the older section is on schedule; however, the new addition is behind schedule approximately two weeks due to a material specification issue. All contractors have been advised to maintain the contract completion date of July 25, 2012. An alternate plan is in place if the renovation is not completed on time.

BLET/Criminal Justice Firing Range Classroom Building

Site grading has begun. An exploratory excavation performed at the building corners revealed a rock shelf at the Northwest corner. To accommodate for the finding, the building will be shifted 10 feet south.

G. FINANCE

1. Request for Budget Revisions

The following revisions were submitted for ratification:

- #11 \$8,500 College Access Challenge Grant to fund summer camp for at-risk students.
- #12 \$1,121 Customized Training Program to allow instructors to attend HVAC software training.

Upon a recommendation from the Finance Committee, Mr. Wilson moved that the aforementioned budget revisions be ratified as submitted. The motion carried.

2. Auction of Autos and Miscellaneous Items

The College has four autos and other miscellaneous items to sell at public auction (a list of items is attached with the minutes). 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.”

Upon a recommendation from the Finance Committee, Mr. Wilson moved that the Gaston College Board of Trustees adopt the following Resolution authorizing the sale of certain personal property at a public auction on April 14, 2012, on the Dallas Campus of Gaston College. The motion carried.

RESOLUTION: That the personal property described in the attached document titled “Auction Item List” be incorporated herein and be sold at public auction on April 14, 2012, at 10:00 a.m., located at Plant Operations on the Dallas Campus of Gaston College, pursuant to North Carolina General Statute 160A-270.

3-6. As a matter of information, Mr. Cole summarized the following:

3. Financial Reports

Financial reports as of February 29, 2012, that covered state expense budgets, Gaston and Lincoln County budgets, and proprietary funds were reviewed.

4. Pharr Trade & Industrial (PTI) Renovation Funding

The Gaston County Board of Commissioners approved the use of the remaining county bond funds for the renovation and development of the Pharr Trade & Industrial (PTI) building into a Center for Advanced Manufacturing. Other potential funding sources for this project include donors and the Golden Leaf Foundation. The College is exploring what type of facility, machining and training equipment the Center will need to service companies. The College will also look at manufacturing centers located on other college campuses.

5. County Capital Funding

Three capital projects were approved for additional funding by the Gaston County Commissioners. The projects include the Comer Engineering Technology Building elevator replacement, Morris Library cooling tower, and Beam Administration Building chiller for a total cost of \$195K. Bids opened for the projects on March 23, 2012.

6. College Cost Savings Efforts

Mr. Cole prepared a report summarizing cost saving measures within the organization for salary and benefits, operating expenses, equipment, and utilities.

H. REPORT FROM NCACCT

Mr. Vinson reminded trustees of the NCACCT Leadership Seminar in Raleigh, April 11-13, 2012.

I. CHAIRMAN'S REPORT

On behalf of the Board, Chair Campbell extended his thanks and appreciation to Mr. Bruce Cole and Dr. Silvia Patricia Rios-Husain for assuming the additional work load associated with the position of the Vice President of Finance, Operations, and Facilities during the interim of Mr. Ralph Huddin's retirement.

Chair Campbell appointed a special committee to review the Board of Trustees Self-Evaluation Process for 2013. The committee is composed of the following trustees:

Dr. Jim Watson, Chair
Ms. Rhonda McLean
Mr. Randy Vinson
Mr. James Smith

J. ANNOUNCEMENTS/REMINDERS

Upcoming Meetings and Events

- Cosmetology Open House – March 28 – Cochrane Building, Lincoln Campus – 11:00 a.m. – 12:00 p.m.
- Retirement Reception for John Anderson – March 28 – 1:00-2:00 p.m., Kimbrell Campus
- College closed for Spring Break – April 6 & 9
- NCACCT Law Seminar – April 11-13 – Sheraton Raleigh Hotel
- 2012 Excellence Event, “The Great Within the 58” – April 19 – Raleigh Convention Center:
 - ✓ Ms. Stephanie Tolliver Osborne, recipient of the R.J. Reynolds Excellence in Teaching Award
 - ✓ Mr. Darren Stewart, recipient of Gaston College’s Academic Excellence Award and representative to the NCCCS Academic Excellence Award Event
 - ✓ Duke Energy – Distinguished Partners Award
- Gaston College Employee Appreciation Luncheon – April 20 – 11:30 a.m.– 3:00 p.m. – Myers Center
- Run for the Money” – April 21 – 8:00 am – 1:00 p.m.
- Textures and Tones Arts Festival – April 23-28
- Finance and Facilities Committee Meeting – April 30 – 3:00 p.m.
- Board Meeting – May 7 – 4:00 p.m.

Reminders

- The Board of Trustees will not meet in April.
- Statement of Economic Interest (SEI) form is due April 15, 2012.

K. ADJOURNMENT

There being no further business to bring before the Board, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

James C. Smith, Secretary

Stephen D. Campbell, Chair

Sylvia Dixon, Recording Secretary

(College Seal)