

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
Myers Center Board Room
May 7, 2012**

Members Present: Mr. Stephen Campbell, Chair
Sheriff Alan Cloninger
Mr. Ron Hovis
Ms. Rhonda McLean
Ms. Ann Neal
Mr. Jim Ragan, Vice Chair
Mr. Ray Ratchford
Mr. James Smith, Secretary
Mr. Bill Sudyk
Mr. Darren Stewart, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Tom Keigher
Mr. Duane McCallister
Mr. Randy Vinson
Dr. Jim Watson
Mr. Dan Wilson

Others Present: Dr. Don Ammons, Mr. John C. Barnett, Mr. Bruce Cole, Mr. Virgil Cox, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Ms. Vicky Graves, Dr. Linda Greer, Dr. Joe Keith, Dr. Karen Less, Ms. Caswell Martin, Ms. Stephanie Michael-Pickett, Ms. Peggy Oates, Dr. Silvia Patricia Rios-Husain, Dr. Sharon Starr, Officer Jimmy West, Ms. Susan Whittemore, Ms. Tanisha Williams, and Mr. Carl Stewart, College Attorney.

- **Board Chair Stephen Campbell called the meeting to order at 4:02 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 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. Ragan, second by Mr. Hovis, the Agenda was approved as presented.

B. APPROVAL OF THE MINUTES FROM THE MARCH 26, 2012, BOARD MEETING

Upon a motion by Mr. Ratchford, second by Mr. Hovis, the Minutes from the March 26, 2012, Board Meeting were approved as submitted.

C. INTRODUCTIONS AND SPECIAL PRESENTATIONS

Dr. Skinner welcomed Ms. Susan Whittemore, 2012-13 Faculty Senate President; and Dr. Karen Less, representing Staff Senate, to the meeting.

1. Introduction of New Employees

The following new employees were introduced: Mr. Jimmy West, Police Officer; Ms. Vicky Graves, Basic Skills Student Success Counselor-Life Skills; Ms. Caswell Martin, Counselor, Lincoln Campus.

2. Recognition of SGA President Mr. Darren Stewart

Chair Campbell presented Mr. Stewart, outgoing Student Government President, with a resolution recognizing his leadership and service to the Board. The resolution reads:

WHEREAS, the Gaston College Board of Trustees wishes to express its appreciation to **Mr. Darren Stewart**, for serving as President of the Student Government Association and as a member of the Board during the 2011-2012 academic year; and

WHEREAS, Mr. Stewart accomplished all goals established for the 2011-2012 year as President, which strengthened the Student Government Association and benefited the students of Gaston College; and

WHEREAS, Mr. Stewart served as a positive role model for Gaston College students with his vision, strong work ethic, leadership, and personal dedication to the group's success; and

WHEREAS, Mr. Stewart served the Student Government Association and Gaston College with loyalty and dignity; and

WHEREAS, Mr. Stewart was the recipient of Gaston College's Academic Excellence Award and represented the College at the North Carolina Community College 2012 Excellence Event, "The Great Within the 58"; and

WHEREAS, Mr. Stewart provided leadership for student initiatives and served as President of the Men of Excellence Program; and

WHEREAS, Mr. Stewart served as Student Ambassador, SGA Senator, and SGA Senator of the Year for 2010-2011; and

WHEREAS, Mr. Stewart represented Gaston College and the Student Government Association with professionalism while executing his duties as President; therefore, be it

RESOLVED, that the Board of Trustees of Gaston College hereby gives formal expression of its gratitude to **Mr. Darren Stewart**, and directs that this Resolution be placed in the minutes of the Board of Trustees and a copy be given to **Mr. Stewart**.

Respectfully,

Stephen D. Campbell, Chair

James C. Smith, Secretary

May 7, 2012

Upon a recommendation by Mr. Ragan, second by Ms. Neal, the Board of Trustees unanimously approved the Resolution honoring Mr. Stewart.

D. PRESIDENT'S REPORT

1. 2012 NCCCS Excellence Event Video

Dr. Skinner presented a video from The 2012 Great Within the 58 NC Community Colleges Excellence Event, which featured Ms. Stephanie Tolliver Osborne, Coordinator of the Writing Center and English Instructor at Gaston College, receiving the state-wide Excellence in Teaching Award; and Duke Energy, recipient of the Distinguished Partner in Excellence Award.

2. Report

Dr. Skinner's report included updates on college initiatives, confirmation of accreditation for two nursing programs, and meetings attended. The report is on file in the President's Office.

E. SGA PRESIDENT'S REPORT

Mr. Stewart reported on the SGA Elections, Distractive Driving Awareness Simulator (which brought awareness to students about driving under the influence and texting while driving), Spring Fest, SGA Academic Awards Banquet, and Luau In The Jungle (which provided a stress free zone in preparation for the final exam week). The SGA President's Report is on file in the President's Office.

F. CAMPUS AFFAIRS

The Campus Affairs Committee met on May 7, 2012, at 3:00 p.m. The Committee failed to have a quorum present, so the following action items required a second to the motion.

1. New Program – Associate of Applied Science Degree in Cosmetology – Lincoln Campus

The College plans to offer the Associate of Applied Science Degree in Cosmetology at its Lincoln Campus beginning fall semester 2012. The College currently offers the Diploma in Cosmetology at the Lincoln Campus.

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 (NCCCS). The College has conducted employment availability and potential student interest surveys, established an advisory committee, and designed a proposed curriculum that matches the NCCCS Standard Curriculum of Study for the program.

Existing personnel and physical, financial, and learning resources will be used to operate the program. Two full-time instructors are employed, and one part-time instructor will be needed. Renovations were completed at the Lincoln Campus in fall 2011 specifically for the Cosmetology program and were designed for program expansion.

Upon a motion from the Campus Affairs Committee, Ms. Neal made a motion, second by Ms. McLain, that the Gaston College Board of

Trustees approve the new Associate of Applied Science Degree in Cosmetology at the Lincoln Campus with a starting date of fall semester 2012. The motion carried.

2. New Program – Associate of Applied Science in Mechatronics Engineering Technology

The Mechatronics Engineering Technology program, a career path specialty, has been offered to over thirty students in the past two years. They have matriculated, graduated, or continue to take the courses that will lead to that career. The program is now ready to stand on its own.

The new requirements in industry for electronics, computer proficiency, program logic controller skills and knowledge, and a strong mechanical science foundation are being met by this program. The College's existing personnel and physical, financial, and learning resources will be used to operate the program. The advisory committee of the Mechanical Engineering Technology will continue to advise this program as new people are added to ensure the breadth and focus of that group. The proposed program has been approved by the College's Curriculum Committee and SACS, with a starting date of the fall semester 2012.

Graduates should be qualified for employment in industrial maintenance and manufacturing, including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems. They should also qualify to sit for **Packaging Machinery Manufacturers Institute (PMMI)** Mechatronics or similar industry examinations. This program is at the core of, and directly supports, the Advanced Manufacturing initiatives of Gaston College and Gaston and Lincoln counties.

Upon a motion from the Campus Affairs Committee, Ms. Neal made a motion, second by Mr. Ragan, that the Gaston College Board of Trustees approve the new program – Associate of Applied Science in Mechatronics Engineering Technology with a starting date of fall 2012. The motion carried.

3. Changes to Staff Senate Constitution and Bylaws

Staff Senate periodically reviews its Constitution for changes and updates. A recent review revealed a need for grammatical changes, standardization in the use of terms, a use of complete terms instead of abbreviations, and elimination of some redundancy, which presented a need to re-number sections. The following procedural changes were also suggested:

- The Staff Senate election process was simplified and made more adaptive to the number of Senator's vacancies in any given year.
- A procedure was created for replacing a Senator who vacates the position prior to the completion of the term.
- A procedure was created for extending an Executive Committee member's term in order to complete his/her duties.
- The Vice President of Economic and Workforce Development and Marketing was formerly designated as the liaison to Executive Council. The revised change states that the Executive Council will appoint a vice president to serve as liaison to the Executive Council.

The above changes were reviewed and discussed at the Staff Senate General meeting and voted upon by members of the Staff Senate. The Executive Council also reviewed the proposed changes and recommended forwarding to the Campus Affairs Committee. It was suggested in the Committee meeting that the last sentence of Article IV. Administrative Liaison–Section 1. be modified to state “*The Executive Council will appoint a vice president as an ex officio member who will serve as liaison to the Executive Council.*”

Upon a motion by the Campus Affairs Committee, Ms. Neal made a motion, second by Mr. Hovis, that the Gaston College Board of Trustees approve the change to Article IV. Administrative Liaison–Section 1. and recommends to the Gaston College Board of Trustees the approval of the proposed changes to the Staff Senate Constitution and Bylaws as presented. The motion carried.

G. FACILITIES

1. Katherine Harper Testing Center Bid

The testing center, which will be a central area for testing services for the Dallas campus, will be located on the second floor of the Craig Building. The project will include remodeling and renovating approximately 2,429 square feet in rooms 208 and 212, and adding office finishes, telecom, and data.

Bids were established on the base bid of the project and two alternates. The three lowest bids were received from Heartland Contracting, Houck Contracting, and Momentum Construction. The lowest bid including both bid alternates was received from Heartland Contracting for a total of \$189,697, plus architect and contingency fees of \$28,235 bringing the total project to \$217,932.

Ron and Katherine Harper donated \$150,000 to the College for this project, which will leave a balance of \$67,932. The remaining \$67,932 will be funded from Foundation funds.

Upon a recommendation from the Facilities Committee, Mr. Ragan made a motion that the Gaston College Board of Trustees approve the lowest bid of \$189,697, submitted by Heartland Contracting, for the Katherine Harper Testing Center. The motion carried.

2. Boiler Building Project Bid

The boiler building is located in the quad of the Robinson Classroom Building, Rauch Arts and Sciences Building, and Morris Library. The project includes bricking the exterior and adding a roofline to the existing building.

The college received bids from seven contracting firms for the Boiler Building Project on April 18, 2012. The lowest base bid received was from Houck Contracting, LLC, 4133 Pinecrest Drive NE, Hickory, NC 28601, for a total of \$74,645. The remaining \$9,540 will be requested from Foundation funds.

Upon a recommendation from the Facilities Committee, Mr. Ragan made a motion that the Gaston College Board of Trustees approve Houck Contracting, LLC, of 4133 Pinecrest Drive NE, Hickory, NC 28601, for a total base bid of \$74,645 for the construction of the Boiler Building Project, located on the Dallas Campus of Gaston College. The motion carried.

3. Razing of House on Academy Street Property

On December 2, 2011, Gaston College Foundation paid \$140,000 (plus closing costs) for the property (house and land) at 423 S. Academy Street, Lincolnton, North Carolina. Although the payment was funded by the Foundation, the property was deeded to the "Trustees of Gaston College". The property was purchased with future parking needs in mind for the Lincoln Campus, which is located directly across the street. The College wants to raze the house, which was constructed in 1938.

An option is being explored to get the house razed at no charge to the College. However, if the College has to assume the cost, a charge of \$9,500 has been quoted. Funds to cover the cost would come from rental proceeds on property located in Belmont.

This was not a measure that the Finance and Facilities Committee considered at its meeting of April 23, and will require a second to the motion.

Upon a recommendation by the Facilities Committee, Mr. Ragan made a motion, second by Mr. Hovis, that the Gaston College Board of Trustees give permission to raze the house located at 423 S. Academy Street, Lincolnton, NC, purchased by the Gaston College Foundation on December 2, 2011, and deeded to the Trustees of Gaston College. The motion carried.

4. Capital Reports

As a matter of information, the following verbal updates were presented on the College's minor capital projects:

Equipment for the Beam Administration Building Chiller, CET elevator, and Morris Library cooling tower has been ordered. Completion of the projects should be on tract for June 30, 2012.

A visual aid was presented depicting the progression of capital projects:

- Lena Sue Beam Building (Early College) is approximately 55% complete.
- BLET/Criminal Justice Firing Range Classroom Building is probably over 50% complete.
- CAS Building Project 1 – Radio/Broadcast Production Remodel and Renovation is ready for the punch list and is virtually complete. Furniture is scheduled to be ordered the week of May 14.
- Demolition of Rooms 208 and 212 in the Craig Building will begin soon for the Katherine Harper Testing Center.
- Boiler Building Project – will be implemented as soon as work is complete on the Radio/Broadcast Production Remodel project.

H. FINANCE

1. Student Fees

Fee changes include an \$18.00 NC state legislative mandated increase in the GED Testing fee from \$7.50 to \$25; \$1.00 increase in the Residual ACT testing fee mandated by the ACT Company; and ATI and NCLEX increases established by and remitted to ATI. The current fee structure for ATI and NCLEX is listed below under Associate Degree Nursing and Practical Nursing.

Fees

Usage Fee (Parking & Security)	\$12.00(\$10.00 for summer)
Lab Fee ¹	\$ 6.00/lab hr(no max)
Graduation	\$45.00 Curriculum/\$15 Lifeskills
Student Activity Fee	\$ 1.50/credit hour/\$12 max (fall/spring only)
Transcript Fee	\$ 5.00
GED Testing Fee	\$25.00
Career Readiness Certificate (CRC)	\$30.00
Residual ACT Testing Fee ²	\$34.00
TEAS Testing Fee ³	\$35.00
Malpractice Insurance (Healthcare students)	\$13.00
BLET Accident Insurance	\$15.43
Return Check Fee	\$25.00
Parking Violation Fee	\$ 5.00 (Paid to Civil Penalty and Forfeiture Fund)
Technology Fee	\$ 1.00 (per credit hour)
Library General Collections Late Fee	\$.10 (per day)
Library Reserves Late Fee	\$ 1.00 (per day)
Library Audiovisual Materials Late Fee	\$ 1.00 (per day)
Library Reference Materials Late Fee	\$ 1.00 (per day)
Library Lost or Damaged Item Fee	\$ 5.00

¹Senior citizens, age 65 and over: Lab Fees waived on first six credit hours of in-state tuition

²The Residual ACT is an on-campus testing program provided for ACT-participating colleges to administer the ACT to enrolled or admitted students who were unable to test on a national test date

³TEAS (Test of Essential Academic Skills) measures reading comprehension, English skills (such as grammar and punctuation, basic math skills, and science knowledge. It is used as an admissions test for the RN and LPN-RN nursing programs

Fees for Associate Degree Nursing

ATI and NCLEX fees are subject to variation and change. Portions of the ATI fee are taxable. The tax is included in the below-listed ATI fees. ATI and NCLEX fees are paid to ATI for the testing materials and the review program.

LPN-RN (3 semesters)	Summer	\$297.00 (ATI ⁴ + NCLEX ⁵)
	Fall	\$267.00 (ATI +NCLEX)
	Spring	\$233.34 (ATI +NCLEX)
Generic (5 semesters)	Fall	\$230.00 (ATI)
	Spring	\$175.00 (ATI +NCLEX)
	Summer	\$200.00 (ATI +NCLEX)
	Fall	\$181.00 (ATI +NCLEX)
	Spring	\$200.00 (ATI +NCLEX)

Fees for Practical Nursing

PN (3 semesters)	Fall	\$163.33 (ATI)
	Spring	\$133.33 (ATI)
	Summer	\$133.33 (ATI)

⁴ATI is Assessment Institute Technology and is a program for remediation and educational support that includes books and DVDs on all topics studied in all the nursing programs.

⁵NCLEX is National Council Licensing Exam – RN and is a review process that utilizes the scores from the ATI program to help students concentrate on any weak areas prior to taking the licensing exam after graduation.

Massage Therapy

Malpractice Insurance	\$65.00 per year ⁶
Lab Fees (supplies)	\$72.00 per year

⁶The Massage Therapy students do not take the \$13.00 malpractice.

CONTINUING EDUCATION:

The Economic and Workforce Development course hour fees have changed to align the college continuing education fees with the state continuing education fees. The current fee structure is listed below.

Regional Emergency Services Training Center fees:

State Breathing Equipment School	\$200(meals/refreshments/job shirt/jacket/etc) \$126 (Additional out of state fee)
Flashover Simulator	\$150 (per burn; more if off-site ⁷ outside Gaston & Lincoln County)
Unified Command Course	\$250(meals/shirt/equipment rentals)
Fundamentals of Search and Rescue	\$100(NASAR Certification/textbook)
Training Center Fees	\$75/person

⁷Off-site Flashover \$700 first day and \$200 each additional day plus \$2.00 per mile for fuel cost and \$28.50 hourly rate for instructor; \$15.00 travel time for instructors if distance takes greater than one hour to arrive at site. \$800 for weekend unit rental.

Nurse Aide I, Nurse Aide II, and Nurse Aid Refresher:

Nurse Aide I	\$25.00
Nurse Aide II	\$50.00
Nurse Aide Refresher	\$25.00

Economic and Workforce Development:

<u># of Course Hours</u>	<u>Current Fees</u>
0-24	\$2.00
25-50	\$4.00
50+hour class	\$6.00

EMS Fees:

Continuing Education

International Trauma Life Support (ITLS)	\$18.00
Pre-Hospital Trauma Life Support (PHTLS Provider)	\$15.00
Pre-Hospital Trauma Life Support (PHTLS Instructor/Renewal)	\$10.00
Advanced Medical Life Support (AMLS)	\$15.00
Advanced Medical Life Support (AMLS Instructor/Renewal)	\$10.00

Curriculum and Continuing Education

FISDAP ⁸ with scheduler	\$80.00
FISDAP (EMT)	\$15.00
FISDAP PARAMEDIC TESTING	\$25.00
FISDAP EMT TESTING	\$20.00

⁸ FISDAP is online charting software to monitor students' clinical skills.

In the absence of Mr. Wilson, Finance Committee Chair, Mr. Campbell asked Mr. Ragan, Chair of the Facilities Committee, to present the finance items to the Board for consideration.

On behalf of the Finance Committee, Mr. Ragan made a motion that the Gaston College Board of Trustees approve the student fees as presented. The motion carried.

2. FY 2012-13 Interim Budget

The North Carolina Community College Law 115D-57 states:

"In case the adoption of the budget resolution is delayed until after July 1, the board of trustees shall authorize the president, through interim provisions, to pay salaries and the ordinary expenses of the institution for the interval between the beginning of the fiscal year and the adoption of the budget resolution. Interim provisions so made shall be charged to the proper allocations in the budget resolution."

Upon a recommendation from the Finance Committee, Mr. Ragan made a motion that the Gaston College Board of Trustees approve the Administration's request for the interim budget in accordance with the North Carolina Community College law 115D-57. The motion carried.

3. FY 2012-13 Gaston County Proposed Operating Budget

The FY 2012-13 budget requests an operating increase of \$260,900 to support the opening of a new building, and increasing benefit and utility costs. During FY 2011-12, the County approved an additional \$80,000 increase in operating funds from the FY 2010-11 Budget to cover a utility rate increase. Consequently, the FY 2012-13 budget request reflects two years of cost increases and staff adjustments.

- 2% payroll increase \$40,312
- Early College Building housekeeping staff and utility costs \$110,000
- Utility rate increase of 7.25% totaling \$41,000
- Insurance premium increase of \$46,000

Upon the recommendation of the Finance Committee, Mr. Ragan made a motion that the Gaston College Board of Trustees approve the FY 2012-13 Gaston County Operating Budget of \$4,490,723. The motion carried.

4. FY 2012-13 Gaston College County Capital Project Budget

The proposed FY 2012-13 County Capital Project Budget and future four-year projections were presented to the Board for review. The FY 2012-13 operating budget reflects a budget total of \$1,065,000 for county capital planned projects. The budget is subject to change due to any unforeseen maintenance expenses.

Upon a recommendation from the Finance Committee, Mr. Ragan made a motion, second by Mr. Smith, that the Gaston College Board of Trustees approve the FY 2012-13 Gaston College County Capital Project Budget of \$1,065,000. The motion carried.

5. FY 2012-13 Proprietary Budgets

The FY 2012-13 proprietary budget totals were presented for approval in the following areas:

Bookstore	\$4,097,000
Printing	\$ 504,228
Food Service Operation	\$ 176,000
Fire Training	\$ 335,000
Student Activity	\$ 120,000
Discretionary	\$ 50,100
Vending	\$ 75,020
Usage Fee (Parking)	\$ 155,000
President's Discretionary	\$ 16,500
Kimbrell Campus Textiles Testing	\$1,219,000

Upon a recommendation from the Finance Committee, Mr. Ragan made a motion that the Gaston College Board of Trustees approve the FY 2012-13 Proprietary Budgets as presented. The motion carried.

6. Financial Reports

A summary of year-to-date expenditures for State, Gaston and Lincoln County operating budgets, and proprietary accounts in comparison to the previous year, were presented to the Board for information.

I. REPORT FROM NCACCT

There was no report available due to the absence of Mr. Vinson.

J. CHAIRMAN'S REPORT

Chair Campbell reminded Trustees of the upcoming graduation ceremony at Bojangles Coliseum on May 11, 2012, and other College sponsored meetings and events.

K. ANNOUNCEMENTS

- Graduation, Bojangles Coliseum – Friday, May 11, 7:00 p.m.
- College closed for Memorial Day Holiday – May 28
- Finance and Facilities Committee Meeting – June 18 – 3:00 p.m.- MC Board Room
- Board Meeting – June 25 – 4:00 p.m. – MC Board Room
- Beach, Rhythm, and Blues II – Saturday, August 25, Dallas Campus

L. OTHER

1. President's Performance Evaluation

In accordance with provisions of G.S. 143-318.11 (6) Mr. Smith made a motion, second by Mr. Ratchford, that the Gaston College Board of Trustees go into closed session to evaluate the job performance of President Skinner. The motion carried.

Upon a motion by Mr. Ragan second by Ms. McLean, the Board voted to come out of closed session.

Upon a motion by Sheriff Cloninger, second by Mr. Hovis, the Board deemed Dr. Skinner's job performance for 2011-12 as superior. The motion carried.

M. ADJOURNMENT

There being no further business to bring before the Board, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

James C. Smith, Secretary

Stephen D. Campbell, Chair

Sylvia Dixon, Recording Secretary

(College Seal)