

**MINUTES OF THE
GASTON COLLEGE
BOARD OF TRUSTEES MEETING
November 18, 2013**

Members Present: Mr. Stephen Campbell
Sheriff Alan Cloninger
Mr. Ron Hovis, Secretary
Mr. Brett Keeter
Mr. Jim Ragan,
Mr. Ray Ratchford
Ms. May Gray Robinson
Mr. James Smith, Chair
Mr. Bill Sudyk
Ms. Aubrey Gardner, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Tom Keigher
Ms. Rhonda McLean
Ms. Patricia Rudisill
Mr. Bill Sudyk
Mr. Randy Vinson
Mr. Jim Watson, Vice Chair

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Todd Baney, Ms. Joyce Crumpton, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Dr. Linda Greer, Mr. Jerome Harris, Mr. Travis Hogue, Mr. Bentley Holt, Dr. Joe Keith, Chief Billy Lytton, Ms. Cynthia McCrory, Ms. Teresa Morgan, Mr. Charles Reid, Jr., Dr. Silvia Patricia Rios Husain, Ms. Patricia Robinson, Mr. Calvin Shaw, Ms. Debbie Sigmon, Ms. Alicia Stevenson, 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 – Mr. Jim Ragan**
- **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

Upon a motion by Mr. Campbell, second by Mr. Hovis, the agenda was approved as presented.

B. APPROVAL OF THE MINUTES OF THE SEPTEMBER 23, 2013, BOARD MEETING

Upon a motion by Mr. Campbell, second by Mr. Hovis, the Board Minutes from the meeting of September 23, 2013, were approved as submitted.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

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

The following new employees were introduced: Mr. Jerome Harris, Dye Lab Technician-Textile Technology Center; Ms. Teresa Morgan, Senior Physical Testing Specialist-Textile Technology Center; Mr. Charles Reid, Jr., Polymer and Extrusion Specialist-Textile Technology Center; Ms. Alicia Stevenson, Physical Testing Specialist-Textile Technology Center; Mr. Bentley Holt, Assistant Program/Music Director-WSGE Radio; and Ms. Patricia Robinson, Student Services Specialist-Lincoln Campus.

New employee, Mr. Johnny Wong, Analytical Chemist-Textile Technology Center, was unable to attend the Board meeting.

GED Testing Presentation

Ms. Debra Hissom, Chief GED Examiner/Testing Coordinator, Life Skills, gave a presentation on GED Testing. The GED test is the only high school equivalency program recognized by all 50 states, District of Columbia, U.S. insular areas, and Canadian provinces and territories. Gaston College provides the GED test, which is offered in both Spanish and English. All test sites must be preapproved by the NC State GED Administrator. Several off-campus sites, as well as, the Dallas and Lincoln campuses, provide classes to prepare for the GED test. Gaston College is the only North Carolina community college that offers a GED program in a jail facility. The GED test is provided at the Dallas and Lincoln Prisons (State subsidized) and the Gaston County Jail (subsidized by the Gaston County Sheriff's office).

In 2014, GED testing will be done completely on the computer. The cost to take all five required GED tests has risen to \$120. The prisons have received a waiver to continue one year with the 2002 program. This waiver does not include jails, which is covered by the Sheriff's office.

Ms. Hissom's presentation will be on file with the Board Minutes.

Career Expo Presentation

Dr. Linda Greer, Vice President for Economic and Workforce Development/Marketing and Public Relations, gave a PowerPoint presentation on the recent Career Expo held at the

Gastonia Conference Center on October 1, 2013. The event was sponsored by the Gaston Regional Chamber and Gaston Career Climb in partnership with Gaston College and Gaston County Schools.

Dr. Greer and the Workforce Solutions Action Team, of which she is Chair, decided to address the issue of "*Lack of effective career awareness programs that adequately inform/prepare students for successful career paths.*" The committee decided that the best strategy to address this disconnect was to hold a large career awareness event to help educate the public, high school students, and educators regarding viable career options leading to jobs. The Advanced Manufacturing Industry Partners and Gaston County Schools hosted the Career Expo: Discover the New Face of Manufacturing. The Career Expo showcased higher education, specialized trade skills training, and employment in Advanced Manufacturing to high school students and job seekers of Gaston and Lincoln Counties. The Career Expo was a huge success and plans are to hold another Expo next year.

Dr. Greer's presentation will be included with the Board Minutes.

Recognition of Dr. Linda Greer

Dr. Linda Greer, VP for Economic and Workforce Development/Marketing and Public Relations, will retire December 31, 2013. She was honored with a resolution summarizing her many accomplishments and contributions to Gaston College and the community. The resolution was presented to Dr. Greer by Dr. Skinner and Mr. Smith on behalf of the Board of Trustees of Gaston College. The resolution will be filed with the November 18, 2013, Board minutes.

D. PRESIDENT'S REPORT

Dr. Skinner's report focused on the following topics:

- Association of Community College Trustees (ACCT)
Dr. Skinner, Mr. Campbell, and Mr. Smith attended the October 2-5, 2013, ACCT Leadership Congress in Seattle, Washington. The forum provided an opportunity to discuss innovative partnerships with business and industry, which allows community colleges to better meet the changing needs of students and employers.
- Strategic Planning Update
Meetings, interviews, forums, and summits were conducted at the College during the week of October 14, by the Armistead Group, in preparation for the 2014-2018 Strategic Plan.
- NC Back-to-Work Grant
Gaston College was selected as one of the 49 colleges to receive an allocation to implement the North Carolina Bank-to-Work program. Gaston was awarded \$116,710. The targeted audience for the Back-to-Work program is the unemployed and underemployed North Carolina residents, military veterans, and National Guard members. Successful completers will earn their Career Readiness Certification at the

silver level as well as National Institute for Metalworking Skills (NIMS) Level I Certificate in Machining.

- Chamber Inter-City Visit
Members of the Gaston Chamber Board and local business leaders visited Franklin, Tennessee, on October 23-25, as part of the Chamber's 2013 Inter-City visit. Meetings and panel discussions were held with the Williamson County Chamber of Commerce, Economic Development, and school system administrations.
- ATD Data Coaches
Achieving the Dream Data Coaches visited the College in October. During their visit, meetings were held with the Core and Data Teams to see how the initiative was progressing and to provide advice and help for the initiatives.
- Lincoln County Reception
The College hosted a welcome reception at the Lincoln Campus Cochrane Building on October 29, for Tracy Jackson, new Lincoln County Manager; and Bart Cape, new Executive Director of the Lincoln County Family YMCA. An update was given on the College's successes and plans for the future, including the new Center for Advanced Manufacturing.
- SuccessNC Performance Partnership
The SuccessNC Performance Partnership is a new partnership designed to help community colleges boost student success and improve performance measure results. Gaston College has been chosen as a mentor college based on the results of its performance on each measure compared to the statewide goal, average, and baseline for the two categories on First Year Progress and Licensure Passing Rate Measures.

A performance summit starting in 2014 will showcase best practices of mentor colleges for improving results on individual performance measures. Mentor colleges participating in both the mentoring and summit activities will be designated as "Performance Leaders" and will earn formal recognition.
- Montcross Area Chamber Business Buzz
A Business Buzz Breakfast was sponsored by the Montcross Area Chamber at the Kimbrell Campus on November 8, 2013. A panel discussion and presentation on Creating Jobs in Gaston County was given. A presentation was also given about the College's programs and services that support economic and workforce development, as well as the need for updated and expanded training facilities and a proposed Center for Advanced Manufacturing.
- Economic Development Conference
Gaston College and the Gaston Economic Development Commission (EDC) are invited to participate in a panel discussion as part of the annual NCCCS Customized Training Retreat in Asheville, NC, on December 4, 2013. The title of the panel

discussion is "Immediate Execution of Customized Training Projects with Companies." Gaston College is regarded as a "pace setter" within the State for engaging companies with customized training projects as new economic development announcements are made.

Dr. Skinner informed the Board that the Gaston College Math Club received second place and third overall in competition at the 2013 North Carolina Mathematics tournament that was held in Raleigh on November 16, 2013.

The President's full report is recorded with the Minutes of the meeting.

E. SGA PRESIDENT'S REPORT

Ms. Gardner reported on the following projects involving the Gaston College Student Government Association:

- As part of the Student Study Break Program, an Ice Cream Social was held for the Lincoln Campus evening students on October 14, 2013. Evening students at the Kimbrell Campus will be treated on November 14, 2013.
- The SGA hosted the Club and Domestic Awareness Day on October 16, 2013. Approximately 175 faculty, staff and students attended.
- The first Hallowscream Week has held on October 28-31, 2013. Activities during the week included a high impact alcohol awareness simulation program; Styrofoam pumpkin painting; Scaryoke; and costume contest.
- The SGA Executive Board and Senators attended the 2013 N4CSGA fall conference on November 1-3, 2013. Conference attendees engaged in various leadership workshops. Ms. Gardner was appointed to the N4CSGA State Board as the 2013-2014 Western Division Chair.
- A Kick Butts Jeopardy game in the form of a Power Point presentation was held on November 6, 2013, to raise awareness of tobacco statistics and health awareness. The game also promoted the Gaston College smoke free campus initiative.
- Mr. Darren Stewart, Veteran Student Activities Specialist-Student Services, and the Student Government Association, hosted a Veteran's Day program on November 11, 2013, in the South Quad of the Dallas Campus. Veteran tributes were also displayed on the Lincoln and Kimbrell campuses.

F. CAMPUS AFFAIRS

1. Revised Policy 3-33 – No Weapons

At the September 23, 2013, meeting of the Campus Affairs Committee and Board of Trustees, the College brought forward a revision to its No Weapons Policy due to changes in the State statute. In the discussion, a concern was raised that the revised policy might not fully accommodate certain situations involving certain law enforcement personnel. The Board approved the revised policy as presented with the understanding that the matter would be further reviewed, and, if necessary, a newly revised policy would be brought back for review and approval.

Further review determined that a revision to the policy was necessary to accommodate potential policy exceptions for certain law enforcement and military personnel. The specific change adds the statement "or as otherwise permitted by law," which will cover any other statute that allows for exceptions. A copy of the revised Policy 3-33 – No Weapons, with the modification, was presented to the Board for review.

In lieu of a Campus Affairs Committee meeting to review this minor change, Ms. McLean, Chair of the Campus Affairs Committee, and Mr. Ragan, the Committee Member who presented the original policy revision in Ms. McLean's absence, both agreed with the modification to the policy. The revised policy was then emailed to the other Campus Affairs Committee members and all members approved. Since there was no actual meeting of the Campus Affairs Committee to approve the modification to Revised Policy 3-33 – No Weapons, Mr. Ragan asked for a second to the motion.

Upon a recommendation by the Campus Affairs Committee, Mr. Ragan moved, second by Mr. Campbell, that the Gaston College Board of Trustees approve the modified, revised Policy 3-33 – No Weapons. The motion carried.

G. FACILITIES

Mr. Watson, Chair of the Facilities Committee, requested that in his absence Mr. Hovis preside over the Facilities portion of the meeting.

1. Architect Selection – Center for Advanced Manufacturing

Five architectural finalists were selected by the Architect Selection Committee for the Center for Advanced Manufacturing (CAM) project. The five finalists selected were MBAJ, LS3P, Clark Nexsen, Jenkins Peer, and ADW. All five firms participated in a presentation/interview with the Facilities Committee. The interviews/presentations were conducted at the Finance and Facilities Committee meeting on November 11, 2013.

The total estimated cost of the CAM project is \$4.412 million. The construction will be funded with \$2.870 million in County Bond funds, \$1.5 million in EDA grant funds and \$42 thousand in private donations.

After a careful review and discussion of the five firms that participated in the presentations and interviews for the CAM project, the Facilities Committee recommended that the architectural firm of MBAJ be submitted to the Board of Trustees for its consideration.

Upon a recommendation by the Facilities Committee, Mr. Hovis moved that the Gaston College Board of Trustees approve the architectural firm of MBAJ for the construction project of the Center for Advanced Manufacturing. The motion carried.

2. Selection of Contractor for Myers Center Conversion

The Myers Center Auditorium will be converted to a flexible use space. The tiered, fixed seating will be removed and a new single level floor will be installed. HVAC, lighting and audio visual systems will be updated to support the new function.

An invitation to bid on the project was issued to general contractors on October 21. Seven competitive bids were received ranging from \$469,300 to \$499,537. The lowest bid was submitted by Custom Building Systems.

The College completed due diligence on the lowest bidder and a prequalification form was completed by the company. Reference checks were completed by College personnel and a Dun and Bradstreet business information report was reviewed. Copies of the aforementioned forms were presented to the Board for information and review.

The total project budget is estimated at \$540,000. Foundation funding is \$500,000 with the balance in county capital. Approximately \$55,000 has been spent to date on the project. The expenditure includes \$44,000 in architect design fees.

Upon a recommendation by the Facilities Committee, Mr. Hovis moved that the Gaston College Board of Trustees approve Custom Building Systems, 4538 South York Road, Gastonia, NC, 28056, for their low bid of \$469,300 on the Myers Center conversion project. The motion carried.

3. Approval to Request Supplemental Capital Funding

Elevator upgrades are necessary to provide full accessibility in our oldest Dallas Campus buildings. The plan is to prioritize and complete these elevator upgrades sequentially due to budget limitations. The Craig Building elevator replacement is considered top priority in the four elevator projects identified. It is the smallest existing elevator on campus and has a high volume of student traffic. The Craig Building houses the Katherine Harper Testing Center and developmental classes, which are located on the second floor.

Four competitive bids have been received for this project, ranging from \$285,200 to \$479,000. The low bid was substantially higher than the budget that was originally

anticipated due to the design and construction requirements for the elevator. Considering the lowest construction project bid received, the total project budget is \$310,000. The College has earmarked \$165,000 from the current year county capital budget to construct a new ADA compliant elevator for the Craig Building. The remainder of the year's \$453,219 county capital budget has been allotted for essential air conditioning, sewer and roof repairs.

The County's capital allocation to the College has been reduced the last four years, which makes it extremely difficult for the College to find funds for any new capital projects. The College would like to request an additional \$145,000 in capital funding from Gaston County for the 2013-2014 budget year, specifically to provide the funding necessary to construct the new ADA compliant elevator for the Craig Building.

Upon a recommendation from the Facilities Committee, Mr. Hovis moved that the Gaston College Board of Trustees approve the College requesting an additional \$145,000 in capital funding from Gaston County for the 2013-2014 budget year specifically to provide the funding needed to construct an ADA compliant elevator for the Craig Building. The motion carried.

4. Selection of Contractor for the Craig Building Elevator

Due to the layout of the Craig Building and the inadequate expansion space in and around the current elevator opening, the new elevator has to be constructed adjacent to an existing stairwell, but on the building's exterior. The project includes a new building entry and sidewalk, and a separate structure to house the elevator.

Four competitive bids were received for the elevator project, ranging from \$285,200 to \$479,000. The lowest bid was submitted by Momentum Construction for \$285,200. Momentum successfully completed construction of the Fire Arms Training Facility for the College in 2012. The company was investigated by the College prior to the awarding of the Fire Arms Training Facility contract.

The total project budget, including architect fees and contingency funds, is \$310,000. The low bid received was \$285,000. The College earmarked \$165,000 from the current year's county capital budget to construct the elevator. The College would like to request that the County approve an additional \$145,000 in capital funding for the 2013-2014 budget year. If approved, the College would have the available funds to move forward with the construction of the ADA compliant elevator for the Craig Building.

Upon a recommendation by the Facilities Committee, Mr. Hovis moved that the Gaston College Board of Trustees approve the low bid of \$285,000 from Momentum Construction, 610B Minute Lane, Charlotte, NC 28217, for the Craig Building elevator project, pending the approval for the request of \$145,000 in supplemental county capital funding.

5. Capital Reports

Monthly summaries on the following capital reports were given:

Pharr Renovation and Expansion – Phase 1

Design Development is complete and the construction estimate is slightly under the budget amount. Review documentation has been prepared and submitted to the State Construction Office for review. Project is on schedule – waiting on feedback from the State.

Center for Advanced Manufacturing (CAM)

MBAJ Architectural Firm has been recommended and approved as the CAM project architect.

Myers Center Auditorium Renovation

Custom Building Systems submitted the lowest bid for the Myers Center Auditorium renovation. The company is known for its experience in concrete work.

CAS ADA Compliant Elevator

The College will be making a formal request on December 10, 2013, for additional supplemental funding of \$145,000. If approved, the College will move forward with the project.

H. FINANCE

1. Advanced Degree Achievements

Information regarding the Advanced Degree Achievements was presented to the Board as a matter of information at the Board meeting of September 23, 2013. At that meeting Mr. Ragan requested that a history of advanced degree achievements be submitted to the Board at the meeting of November 18, 2013. Mr. Baney provided information that summarized the historical and projected advanced degree attainments. The report was presented to the Board at the meeting of November 18, 2013, as additional information.

Although Mr. Ragan is a proponent of higher education, he expressed a concern that the continued funding for the attainment of advanced degrees would put an extra burden on the College's budget, especially with the state's continued budget constraints. It was pointed out by Mr. Campbell that salary increases that come with the completion of advanced degrees are always based on the availability of funds.

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

2. Supplemental State Budget Allocation

The following supplemental State Budget Allocations were received after the FY 2013-2014 State Budget was finalized:

#3	Customized Training (364)	\$101,101
	NC Back-to-Work Allocation (220)	\$116,710
	Instructional Resources Carry Forward	\$ 53
	Minority Male Mentoring Program	\$ 20,500
	Bio-Network Centers (369)	<u>\$522,600</u>
	Total	\$760,964
#4	Customized Training Program (359)	\$ 2,205
	Customized Training (365)	<u>\$ 635</u>
		\$ 2,840

This item was presented to the Board for information only. No action was required.

3. 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 available for the Board's review. The reports reflected expenditures through October 2013.

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

I. REPORT FROM NCACCT

No report was given due to the absence of Mr. Vinson.

J. CHAIRMAN'S REPORT

Mr. Smith recently attended several meetings and an event at the Kimbrell Campus in November. He met with Dr. Joe Keith, Dean of the Kimbrell Campus and Textile Technology Center, and was given a tour of the facilities. On November 14, he attended the Textile Technology Center Advisory Board meeting, and the Esthetics Open House that was held later that day. He recommended that Trustees visit the Kimbrell Campus and Textile Technology Center to view first-hand the overwhelming amount and variety of work that occurs at the Center.

K. ANNOUNCEMENTS

Mr. Smith reviewed future dates of the Board and Finance and Facilities Committee meetings. The Board Retreat is scheduled for Friday, February 7, 2014. Two locations are being considered.

Several documents were included with the Board packet of information:

- Updated list of acronyms, commonly used at Gaston College
- Updated schedule of Board and committee meetings, graduation and state meetings
- List of Gaston College Partnerships
- Results of Gaston College Performance Measures for 2013

A booklet titled "NC Community College Trustees: Building Student Success" was distributed to those trustees who had not previously received a copy.

As a matter of information, Dr. Skinner informed the Board that a series of news articles were being published relating to the state salaries and benefits of North Carolina Community College Presidents.

L. ADJORNMENT

There being no further business to come before the Board, Mr. Smith declared the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Ron Hovis, Secretary

James C. Smith, Chair

Sylvia Dixon, Recording Secretary

(College Seal)

