

**MINUTES OF THE  
GASTON COLLEGE  
BOARD OF TRUSTEES MEETING  
Myers Center Board Room  
September 23, 2013**

**Members Present:** Mr. Stephen Campbell  
Sheriff Alan Cloninger  
Mr. Brett Keeter  
Mr. Tom Keigher  
Mr. Jim Ragan  
Ms. May Gray Robinson  
Ms. Patricia Rudisill  
Mr. James Smith, Chair  
Mr. Bill Sudyk  
Mr. Jim Watson, Vice Chair  
Ms. Aubrey Gardner, SGA President

Dr. Patricia Skinner, President

**Members Absent:** Mr. Ron Hovis, Secretary  
Ms. Rhonda McLean  
Mr. Ray Ratchford  
Mr. Randy Vinson

**Others Present:** Ms. Julia Allen, Dr. Don Ammons, Ms. Michele Avendano, Mr. Todd Baney, Mr. Trenton Champion, Mr. Bruce Cole, Mr. Josh Crisp, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Sylvia Dixon, Dr. Linda Greer, Mr. Travis Hogue, Ms. Alyson Jordan, Dr. Joe Keith, Dr. Karen Less, Ms. Cynthia McCrory, Ms. Savonne McNeill, Ms. Stephanie Michael-Pickett, Ms. Ungina Perkins, Dr. Silvia Patricia Rios Husain, Ms. Judy Schneider, Mr. Calvin Shaw, 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 – Dr. Watson (in absence of Mr. Vinson)**
- **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. Keeter, the Agenda was approved as presented.**

## **B. APPROVAL OF THE MINUTES FROM THE AUGUST 26, 2013, BOARD MEETING**

**Upon a motion by Mr. Keigher, second by Dr. Watson, the Board Minutes from the August 26, 2013, Board Meeting were approved as submitted.**

## **C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS**

### **1. Welcome and Introductions**

Dr. Skinner welcomed Mr. Calvin Shaw, Faculty Senate President; Mr. Mark Carver, Faculty Senate Representative; and Mr. Josh Crisp, Vice President of Staff Senate, to the meeting. Dr. Skinner also welcomed a new employee in the Human Resources Department, Ms. Michele Avendano; and Ms. Alyson Jordan from Dr. Ammons' area. Dr. Ammons was not present at the time the new employees were introduced. Ms. McCrory introduced Mr. Trenton Champion, a new HVAC Technician in her area.

Chair Smith introduced and welcomed Mr. Brett Keeter, newest member of the Gaston College Board of Trustees. Mr. Keeter received his Board appointment from the Governor's Office. He serves as the Regional Director for the Office of United States Congressman Patrick McHenry and oversees the Congressman's office in Gastonia as well as managing community and constituent relations in four of the seven counties in North Carolina's tenth Congressional District.

### **2. Financial Aid Presentation**

On June 20, 2011, the Department of Education conducted a program review of the College's administration of the Title IV HEA program grants, which included the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Work Study Program. A taskforce comprised of all areas on campus responsible for Title IV administration was created to follow up. Changes were implemented to improve, automate, and assure compliance with processes and procedures. In November 2012, a team from the North Carolina Community College System office was invited to review the changes. The College received positive feedback.

Dr. Husain introduced Ms. Judy Schneider, who is serving as the Interim Director-Financial Aid and Veterans Affairs. Ms. Schneider is a consultant from Financial Aid Services, a national recognized consulting company that specializes in the administration of federal financial aid. Ms. Ungina Perkins, who serves as the Interim Assistant Director-Financial Aid, was also introduced.

Ms. Schneider presented a PowerPoint update covering changes that have taken place in the Financial Aid/Veterans Affairs Department. An overview of the progress made thus

far covered examples of compliance, streamlining, customer service, and collaboration. Copies of Ms. Schneider's presentation were distributed to the Board and a copy is included with the Board Minutes.

### **3. RECOGNITION OF PAST BOARD CHAIR**

Chair Smith recognized Mr. Campbell for his past service as Board Chair from 2010-2013. During Mr. Campbell's tenure as Chair, he led the College through challenging budget times and many construction and renovation projects, supported the college during the SACS Accreditation visit, guided the College through the transition of the Child Care Center and the start-up of the Gaston County Early College High School, and promoted the College through participation in many College events and meetings.

Mr. Campbell was presented a gift from the Board.

#### Conference Room Chairs

Mr. Keigher is spearheading an initiative to replace the current Board Room chairs, which are obsolete and need repairs. Board members and other interested parties are asked to donate funds to help purchase eighteen new chairs that will cost approximately \$500 each. Anyone interested may contribute funds to the Gaston College Foundation, earmarked for the Board Room chairs initiative, and given an honorary or memorial distinction. The gifts will be tax deductible. Two plaques, one listing those honored and one for those memorialized will be erected in the Board Room. Mr. J.A. Dalpiaz has committed to purchase five chairs; Mr. Keigher and Dr. Skinner will each purchase one chair.

### **D. PRESIDENT'S REPORT**

Dr. Skinner attended the 2013 NCACCT Leadership Seminar during September 4-6, 2013, in Wilmington, NC, along with Trustees Tom Keigher and Randy Vinson. The seminars are held semi-annually and offer valuable training and information to trustees and community college presidents.

A committee of select North Carolina community college presidents and academic officers has been formed for the development of statewide education for trustees for their roles in student success. Dr. Skinner has been asked to serve on this committee. The committee will develop training curriculum, develop a template for the Student Success Board Manual, and establish criteria and a process for critiquing the manuals. This group will also discuss and make recommendations on who should serve as the training staff for the sessions. The Gates Foundation has awarded funds to develop the training.

Dr. Skinner will also be serving on the Finance Committee of the North Carolina Association of Community College Presidents (NCACCP). The committee meets once per month at the System Office.

The Human Resources Department, in collaboration with other departments on campus, has developed several Professional Development topics for 2013-2014. This will help centralize the documentation and coordination of the professional development training sessions.

Congratulations were extended to the students and instructors of the 2013 Phlebotomy class for a 100% pass rate on the American Society of Phlebotomy Technicians (ASPT) certification exam.

Dr. Skinner submitted her final report for her 2012-2013 President's Priorities. A list of the priorities and responses is attached with the President's Report to the Board.

A listing of Dr. Skinner's meetings and events that she attended since the August 26, 2013, Board meeting were made available for the Board's information.

## **E. SGA PRESIDENT'S REPORT**

Ms. Gardner made the following report to the Board:

- Welcome Back Day was held on all three campuses on August 20-22, 2013. Students enjoyed activities, free concessions, and give aways from local businesses.
- Citizenship Day was celebrated on September 5, 2013. The SGA paid tribute to our fallen heroes with a memorial garden, free copies of the U.S. Constitution, and patriotic souvenirs. Other activities included simulated NASCAR driving, SGA's Constitution Contest, and a Gamma Beta Phi fundraiser.
- The SGA had two meetings for the 2013-2014 academic year. The full executive board, two senators, and guests attended.
- The Student Veteran Association and SGA paid tribute to the victims of the 9/11 tragedies; students, faculty, and staff provided remarks on how 9/11 changed their lives.
- An ice cream social was held on September 12 at the Myers Center Café for the first SGA evening Student Study Break program. An evening Study Break program for the Lincoln and Kimbrell Campuses will be held on October 14 and November 14.

## **F. Campus Affairs**

Mr. Ragan brought forth the Campus Affairs Committee items to the Board in the absence of Committee Chair, Ms. McLean.

### **1. Policy 3-33 – No Weapons (Revised)**

Effective October 1, 2013, an amendment to G.S. 14-269, allows a person who has a concealed handgun permit in accordance with Article 54B, or has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, to have a handgun on a community college campus provided it is in a closed compartment or container within the person's locked vehicle

and the vehicle is parked in a College parking area. As a result, Policy 3-33 Firearms needed to be revised.

In the discussion on the proposed revised policy, Sheriff Cloninger raised a concern that it may not fully accommodate certain situations involving retired or active law enforcement personnel and asked that further research be done. Mr. Stewart advised the Board to approve the revised policy as presented with the understanding that it would be further reviewed, and that any necessary future changes would be brought back for approval. The motion was amended as follows:

**Upon a recommendation by the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the revised Policy 3-33 to include changing its name from "Firearms" to "No Weapons" and the necessary changes in accordance with the amended statute. The motion carried.**

## **2. Policy 3-39 – Student Email (New)**

The new Student Email policy establishes an "official" email avenue for student communications. Whenever appropriate and possible, the College will use standard email as its official means of communication to potential and registered curriculum students. The email policy complies with local, state, and federal laws such as the Family Education Rights and Privacy Act (FERPA). The new policy provides guidelines for the administration and use of student email, the right to access, inspect and disclose such records under conditions that are set forth in the statute, and reinforces other Technology Services related policies such Policy 3-38 Computer Acceptable Use.

**Upon a recommendation by the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve the New Policy 3-39 Student Email. The motion carried.**

## **3. Policy 4-26 – Credit By Examination and Form (Revised)**

The current policy requires a student to register for the course for which he or she wants to attempt to earn Credit by Examination. Students are required to pay the full tuition amount for the course (e.g., 3 credit hours is \$214.50) and are not permitted to apply financial aid for Credit by Examination (CE) grades. Further, the College is not permitted to count these students as FTEs.

The revised policy eliminates the need for a student to register and pay the full tuition amount for a course in order to attempt to earn Credit by Examination. In lieu of full tuition, the revised policy establishes a \$50 flat fee, which benefits both the student and the College.

The revised policy also updates the Credit by Examination request form.

A section will be added on the Credit by Examination Request form, between Section I and Section II, to allow specific evidence to be entered authorizing that a student has the necessary course knowledge to take the CE test.

**Upon a recommendation by the Campus Affairs Committee, Mr. Ragan moved that the Gaston College Board of Trustees approve Revised Policy 4-26 – Credit by Examination and the Credit by Examination Form, with the added changes to the form. The motion carried.**

#### Special Office Hour Reduction for Faculty

As a matter of information, Dr. Skinner briefed the Board on the special office hour reduction for faculty in lieu of the one-time special bonus leave for full-time permanent employees.

The 2013-2014 State Budget did not permit across-the-board salary increases for the fiscal year, but did include a one-time special bonus leave plan for full-time permanent employees who were employed as of July 1, 2013, and who earn annual leave. Unfortunately, full-time faculty were not eligible for this leave due to not earning annual leave.

To alleviate some of the imbalance created by these budget challenges, Dr. Skinner, along with the Executive Council, authorized a one-time, weekly office hour reduction plan for full-time faculty who were employed as of July 1, 2013. The plan will begin October 1, 2013, and continue only through the end of this fiscal year.

## **G. Facilities**

### **1. Capital Reports**

The following updates were presented for information:

#### Pharr Renovation and Expansion – Phase I

Phase I continues to be on schedule with the October 24 submittal of documents to the State Construction Office. The Schematic Design is finished, and we are now in the Design Development phase.

#### Myers Center Auditorium Renovation

The Schematic Design and Design Development are complete. The Construction Document generation is in progress. College maintenance has begun demolition and recaptured some of the metal, which has resulted in a savings of about \$4K.

CAS ADA Compliant Elevator

The project design is complete. The elevator shaft will be built on the exterior of the building. Bid date was October 1, 2013.

Center of Advanced Manufacturing (CAM)

The architect selection committee named five finalists. Interviews will be held on November 11, 2013, with the Facilities Committee of the Board of Trustees.

**H. FINANCE**

**1. FY 2013-2014 State Operating Budget**

The FY 2013-2014 State Operating Budget totals \$31,519,589. Information containing the background, highlights, and recommendations prepared in the format required by the state was provided for the Board's review.

**Upon a recommendation by the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2013-2014 State Operating Budget. The motion carried.**

**2. FY 2013-2014 Salary, Advanced Degree, and Special Annual Leave Bonus**

Salary Increases

For fiscal year 2013-14, the legislature did not provide funding for across-the-board salary increases. Moreover, the written budget provisions specifically stated that colleges were not permitted to give across-the-board salary increases. The written provisions do allow salary increases to be given for circumstances associated with an increase in job duties or responsibilities. Additionally, community colleges may give increases for the purposes of retention and equity, which includes advance degree increases.

Advanced Degree

Per College policy, advance degree increases are subject to the availability of funds and approval by the College's Board of Trustees. The College Administration recommends a 4% base salary increase for faculty and staff members who attained an advanced degree between July 1, 2012, and June 30, 2013, in the following amount:

\$12,632 (State Funds)  
\$1,274 (Special Funds)

Mr. Ragan requested that in future discussions of this matter a report be generated showing how many people are being carried since this policy began, as well as how many people are in the pipeline for future potential liability of the policy. Mr. Baney will create a report summarizing the recent and projected advanced degree achievements and total salary adjustments.

#### Special Annual Leave Bonus

Per the provisions of the 2013-14 state budget, any employee who was full-time permanent as of July 1, 2013, and who is eligible to earn annual leave will have a one-time additional five days of annual leave credited on July 1, 2013. Part-time permanent employees will receive a pro rata amount of the five days. Unfortunately, the budget provisions did not award leave for full-time faculty because these positions do not earn annual leave, and to full-time temporary employees (including grant-funded positions), because these positions are not permanent. The additional leave must be used by June 30, 2014, or it will expire.

Unused leave may only be paid in a lump sum if a person retires from a State-supported retirement system.

**The Finance Committee recognizes the 2013-14 legislative mandate that no across-the-board increases may be given and provisions have been set forth for certain positions to earn Special Bonus Leave. Per budget provisions for the purposes of retention and equity, the Finance Committee recommends that the Gaston College Board of Trustees approve funds in the amount of \$13,906, per College policy, to be designated for salary increases for those employees who earned an advanced degree between July 1, 2012 and June 30, 2013, retro-effective to July 1, 2013. The motion carried.**

### **3. Supplemental State Budget Allocation**

The following Supplemental State Budget Allocations received after the FY 2012-13 State Budget was finalized are, Customized Training (361) - \$30,609; and Customized Training (364) - \$48,332.

This was presented to the Board as a matter of information.

### **4. FINANCIAL REPORTS**

Summaries 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 to the Board as a matter of information.

### **5. DISPOSAL OF MYERS CENTER AUDITORIUM EQUIPMENT**

As a result of the College remodeling the Myers Center Auditorium to a flexible use space, audio visual equipment, seating, flooring, curtains and other miscellaneous items can be auctioned to help offset the cost of renovation. A list of items to be sold is attached with the Minutes. Some auditorium equipment was re-purposed by the Technology Services group.

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”.

GovDeals.com is an online auction designed for government affiliated agencies to dispose of their surplus items. Sellers must be affiliated with a government agency. 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.

Ninety-one percent of Govdeals.com clients chose the 5% fee option, with 7.5% buyer’s premium. The 5% fee to the college is the same cost as charged by state surplus, but using Govdeals.com reaches a broader audience of bidders.

Local theater groups and dance studios will be notified of the sale. Because local dance studios have expressed interest in purchasing the Marley dancer’s floor, the college suggests advertising to sell the flooring in a separate sealed bid process. Initially the lighting, flooring, and other items were purchased with private funds. All online auction and sealed bid proceeds will be credited to the renovation project.

**Upon the recommendation of the Finance Committee, the Gaston College Board of Trustees approved the sale of surplus audio visual equipment and furnishings from the Myers Center auditorium at public auction and that proceeds be used to offset renovation costs. The motion carried.**

## **I. REPORT FROM NCACCT**

No report due to the absence of Mr. Vinson.

## **J. CHAIRMAN’S REPORT**

### **1. Committee assignments**

Several informational items were enclosed with the trustee booklets distributed at the beginning of the meeting. These items included Board committee assignments for 2013-2014, scheduled Board and committee meetings for 2013-2014, and an updated trustee contact information. Also distributed were booklets published by the North Carolina Association of Community College Trustees (NCACCT) about the roles, responsibilities, and relationships of the Board.

## **K. ANNOUNCEMENTS**

The planning process is underway for the Board Retreat scheduled for February 7, 2014. Anyone wishing to propose discussion topics for consideration should contact Chair Smith.

Meeting reminders were noted about the Strategic Planning College Leadership Forums on October 14 and 18 at the College. It was also noted that there will be no Finance and Facilities Committee meeting nor Board meeting in October.

#### **L. EXECUTIVE SESSION**

**In accordance with provisions of GS 143-318.11 (6), Sheriff Cloninger moved, seconded by Mr. Sudyk, that the Board go into closed session to discuss the qualifications, performance, and conditions of employment for the President.**

**Sheriff Cloninger moved, seconded by Mr. Campbell that the Board resume the open session to discuss the qualifications, performance, and conditions of employment for the President.**

Returning to open session, the following motion was made.

**On behalf of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the state salary of \$153,342 authorized by the state budget for President Skinner, effective July 1, 2013, and the appropriations of \$52,290 and \$26,145 by Gaston and Lincoln Counties respectively, and to further extend President Skinner's employment contract for the period commencing July 1, 2013, for a two-year period. The motion carried.**

#### **M. ADJOURNMENT**

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

**Respectively submitted,**

**Ron Hovis, Secretary**

**James C. Smith, Chair**

**Sylvia Dixon, Recording Secretary**

**(College Seal)**