

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
September 22, 2014**

Members Present: Mr. Stephen Campbell
Mr. John Dancoff
Mr. Tom Keigher
Mr. Jim Ragan
Ms. May Gray Robinson
Ms. Patricia Rudisill, Secretary
Mr. James Smith, Chair
Mr. Randy Vinson
Dr. Jim Watson, Vice Chair
Ms. LaTonya Ross, SGA President

Dr. Patricia Skinner, President

Members Absent: Sheriff Alan Cloninger, Ms. Jennifer Davis, Mr. Ron Hovis, Mr. Brett Keeter, Ms. Rhonda McLean,

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Sam Buff, Mr. Mark Carver, Mr. Bruce Cole, Dean Virgil Cox, Mr. Josh Crisp, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Ms. Renita Johnson, Dr. Joe Keith, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, Ms. LaTonya Ross; 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. Jim Watson provided the invocation.**
- **Ethics Awareness and Conflict of Interest Reminder**

Chair Smith reminded Trustees of the ethics requirements of public servants and also requested they identify any conflicts of interest or appearance of 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 distributed.

B. APPROVAL OF THE MINUTES FROM THE August 25, 2014, BOARD MEETING.

Chair Smith presented the Minutes of the August 25, 2014, Board Meeting, and asked if there were any additions or corrections.

Chair Smith declared the Board Minutes of August 25, 2014, approved as distributed.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

1. Dr. Skinner welcomed Mr. Josh Crisp, Staff Senate President, and Mr. Mark Carver, representing Ms. Sherry Sherrill, Faculty Senate President to the meeting.

2. Align4NCWorks Workforce Learning Summit Video

Dr. Skinner relayed information to the Board of Trustees concerning the Align4NCWorks Workforce Learning Summit that will take place on September 23-24, 2014. This is one of several NCCCS sponsored events being held throughout North Carolina to uncover strategies necessary to bring North Carolina's workforce development in alignment, responding consistently to customer needs, engaging businesses to ensure success and measuring similar outcomes to provide accountability to our citizens and stakeholders.

Three community colleges, Gaston, Mitchell, and Cleveland will participate in the Summit; Gaston College will be the host for the event. Each college will present a scalable workforce best practice and barrier or challenge; Gaston College has prepared a video to showcase its best practice, which involves Career Expos. Workforce partners from the legislature, industry, education, business, healthcare, and workforce development have been invited to the event, and a great turnout is expected. Dr. Skinner thanked the Align4NCWorks Committee for their work on the Align4NCWorks Summit preparations.

The Align4NCWorks video presentation was played for the Board, and a handout of Gaston College's Best Practices was distributed to the Board. After the Summit, the video will be used in presentations to the community and as a marketing tool. A link to the video will be added to the Gaston College website so it can be viewed by the community, and the Board recommended the video also be added to Channel 21. A copy of the handout will be included with the minutes.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and trips since the August 25, 2014, Board meeting. A full, detailed report is attached with the Minutes.

- 2014 NCACCT Leadership Seminar – The topic for the Opening Lunch Session was, *Changes in the Way Economic Development Works in NC and the Community Colleges'*

Role. Panelists included Governor Pat McCrory, Ms. Sharon Decker, Dr. Scott Ralls, and Mr. Glenn Sherrill.

- 2014 NCACCP Meeting – This September 3rd meeting focused on development of the Presidents’ Association Legislative Agenda for the Long Session.
- Commendation/Proclamation – Gaston College accepted a commendation from the Gaston County Commissioners on September 9 in honor of its 50th anniversary. On the evening of September 22, the Lincoln County Commissioners, in celebration of the College’s 50th Anniversary, will present the College with a Proclamation.
- 50th Anniversary Campaign Committee – Ms. Julia Allen and Dr. Skinner visited with Mr. Andy Warlick, and Parkdale became a Champion of Excellence – Alumnus of Distinction Award Sponsor with a contribution of \$15,000.
- For the College’s 50th Anniversary Kickoff, on September 26, Mr. Jimmy Wayne, a famous singer and songwriter will perform at the College. Mr. Wayne is a Gaston College alumnus.
- Greater Gaston Development Corporation (GGDC) – Dr. Skinner will serve as a member of the Workforce Preparedness Committee; the first meeting is September 24, 2014. The president of Belmont Abbey, Dr. Bill Thierfelder, and the superintendent of Gaston County Schools, Mr. Jeff Booker will also be on the committee.
- National Automotive Technicians Education Foundation, Inc. (NATEF) - Gaston College was recently notified that its *Automobile* technician-training program’s on-site evaluation results indicated that the College’s program continues to meet the requirements for NATEF *Master Automobile Service Technology* Accreditation – the highest level of achievement recognized by the NATEF.
- Align4NCWorks Workforce Learning Summit – Gaston College will host the Align4NCWorks Workforce Learning Summit on September 23-24, 2014.
- NCACCP Meeting – At the September 17 NCACCP Meeting, the presidents worked to set the priorities for the next State budget. A 2% net reduction in the NCCCS budget is being discussed. All categoricals, state and college wide, are being carefully reviewed and community colleges must make a case for their categorical as to its impact and why it is important. Funding for the Textile Technology Center is at risk for Gaston College.
- Future of Community College Nursing Education – Dr. Skinner will participate in the Future of Community College Nursing ad hoc committee. The first meeting is October 3, 2014.

E. SGA PRESIDENT'S REPORT

Ms. Ross gave the following update on SGA activities since August 2014:

- Welcome Back Day
The SGA Executive Board and Senators had a very successful Welcome Back Day. This year's Welcome Back theme was "Fun In The Sun." The event was held on all campuses August 26-28 and included free concessions, Sunglasses Photo Frames, welcome bags, and give-a-ways from BB&T, Community One Bank, and Wells Fargo.
- Stars & Stripes/Citizenship Day
On September 2, SGA distributed free copies of the U.S. Constitution and provided patriotic souvenirs.
- Blood Drive
SGA sponsored a two-day blood drive with the Community Blood Center of the Carolinas. There was a two day goal of 50 units and the goal was met by collecting exactly 50 units!
- SGA's Second Senate Meeting
SGA's second meeting for the 2014-2015 academic year took place on September 10, in Myers Center, Room 216.
- 9/11 Tribute
The Student Veterans Association and SGA collaborated to pay tribute to the victims of the 9/11 tragedies. Students, faculty and staff attended the event, and remarks were provided on how this day had changed lives.
- Ice Cream Social
The SGA will hold its first student study-break program for the evening students on September 24, from 5:00 – 7:00 p.m., in the Myers Center Café

F. Facilities

1. Pharr Renovation and Expansion Phase 2 - Canopies

As requested by the Facilities Committee, front and north entrance renderings of the canopies were prepared for the Pharr Trade and Industrial building. The work is within the scope of the Phase 2 Renovation and Expansion project as an add alternate. The work will include a canopy and signage at both the front and north entrances of Pharr. The cost of the add alternate is \$116,244.

The exterior of the building will primarily remain the same. The Board was reassured that entrance walls would be strengthened, the brick within the flower beds would be repaired as needed, and the design would blend aesthetically with the existing buildings.

Upon the recommendation of the Facilities Committee, Dr. Watson moved that the Board of Trustees approve the front and north entrance canopies for the Pharr Renovation and Expansion Phase 2 project at a cost of \$116,244. The motion carried.

2. Duke Energy Land Easement

Duke Energy is seeking an easement from Gaston County and Gaston College to access Gastonia Technology Parkway. This easement will create a rear driveway for the Duke Energy Gaston Operations Center located on Highway 321 just south of the campus. The heavy traffic causes safety concerns for the Duke Energy vehicles entering and exiting the Operations Center. The rear exit will allow Duke vehicles to turn right onto Gastonia Technology Parkway and travel to the interchange on Grier Beam Boulevard.

The rear exit will be used daily by approximately 20 Duke Energy trucks traveling north on Highway 321. The rear exit will be enhanced by a retaining wall and landscaped to compliment Technology Parkway.

Duke representatives, Ms. Anna Jew and Mr. Tim Gause, presented the easement request to the Facilities Committee in August. The Facilities Committee and the Board of Trustees approved the request from Duke Energy for a driveway easement from Duke Energy to access Gastonia Technology Parkway, with the provision that the easement be specific to Duke Energy and renegotiable if the ownership of the Duke Energy Operations Center changes.

A draft agreement was forwarded to Ms. Cynthia McCrory and College attorney Mr. Carl Stewart for review. The agreement language was unclear and did not address change in ownership. Mr. Stewart contacted the County Attorney. The County is not prepared to grant the easement to Duke Energy at this time. Other Technology Park businesses have reservations concerning the project.

Upon a motion by Sheriff Cloninger and second by Ms. May Robinson, the Facilities Committee approved the deferral of action on the proposed Duke Energy easement across Gaston College property pending action by the Gaston County Board of Commissioners.

Upon the recommendation of the Facilities Committee, Dr. Watson moved that the Board of Trustees defer action on the proposed Duke Energy easement across Gaston College property pending action by the Gaston County Board of Commissioners. The motion carried.

3. Access Road to the Center for Advanced Manufacturing

A question was raised regarding the need for a safe access road from the Center for Advanced Manufacturing (CAM) to the main campus. The Project architect, Mr. Rick Brown with MBAJ, presented cost estimates for an access road at the Facilities meeting. He gave two possible routes and two possible options: one a greenway style path and

the other an NCDOT/City of Gastonia compliant street. Specifications for each style pathway were given along with reasoning for the proposed directions the pathways would take due to topography. Mr. Brown has also provided additional information regarding an addition to the existing sidewalk. A copy of the PowerPoint presentation will be included with the minutes. This item was presented for information.

Dean Virgil Cox relayed to the Board that a survey of existing students revealed that usage of a pathway or road would have a low volume of students due to the fact that less than 5% of students did not have cars, block scheduling of 3-5 hour classes would alleviate the need for students to go back and forth between the Dallas Main Campus and the CAM, and instructors would primarily do the traveling to classes. There are over 100 paved and 100 gravel parking spaces at the CAM. The Board tabled the access road until additional information is brought forward that indicates a review of the situation might be warranted.

4. NCCCS Form 3-1 Pharr Renovation and Expansion Phase 2

Attached to this Information Item was an NCCCS Form 3-1 for Phase 2 renovations and expansion of the Pharr Trade & Industrial Building. The proposed project will include renovations and improvements to the Automotive, HVAC and electrical classrooms and labs, renovation of the office area, remodeling and additions of bathrooms for ADA compliance, and structural repair to the northwest exterior masonry wall that is settling and cracking. Total estimated cost of this project is \$1.275 million. The Gaston College Foundation has guaranteed funding for this project.

The attached form required the signatures of the Chairman of the Board of Trustees, the Board Secretary, and the College President. It was signed after the meeting.

5. Capital Reports

Monthly summaries of the capital reports were submitted for the Board's information. No action was required.

- Center for Advanced Manufacturing (CAM)
The architect is 50% complete with design development work. MBAJ met with Gaston College at the end of August to review the 50% design drawings.
- Pharr Renovation and Expansion – Phase 1
Covered storage has been laid out and footing excavation is underway. Walls and conduits are being installed in the welding lab. Compressed air tank and piping are being installed in existing machine lab. Construction continues on schedule.
- Pharr Renovation and Expansion – Phase 2
Scope of work is within project budget based on initial cost estimate. Proposed exterior canopies would be an add alternate and have been presented to the Board for consideration.

- CAS ADA Compliant Elevator
The elevator project is complete and awaiting final inspection. (As of this meeting, the elevator is in full-service.)

G. FINANCE

1. FY 2014-15 State Budget

The FY 2014-15 State Operating Budget background, highlights, and recommendations were reviewed by the Board. The FY 2014-15 State Operating Budget totals \$31,193,722.

A question was raised about the Basic Skills categorical. Dr. Skinner relayed that there had been a downturn in enrollment in Basic Skills, a change in the formula regarding how funds are assigned and distributed by the State, and that the GED test has changed and become computerized with an increased cost which inhibits students to some extent. The downturn had been anticipated, a plan realized to handle it, and steps were taken to meet the reduced budget. A more in-depth response about the Basic Skills categorical will be provided at the next Board meeting.

Upon the recommendation by the Finance Committee, Mr. Campbell moved that the Board of Trustees approve the FY 2014-15 State Operating Budget. The motion carried.

2. FY 2014-15 Salary, Advanced Degree, and Special Annual Leave

Salary Increases

For fiscal year 2014-15, the legislature provided funding for a \$1000 per year base salary increase for full-time state-funded employees who were actively employed with the College as of July 1, 2014. County and special funds are also available for those positions funded from those sources. Part-time permanent employees will receive a pro-rata amount. The effective date for the base salary increase will be retro-effective to July 1, 2014. An informational chart of Advanced Degree Achievements for 2009-2014 will be included with the minutes.

Special Annual Leave Bonus

The 2014-15 state budget also provided for five special annual leave bonus days for any state-funded full-time permanent employee who was employed with the College as of September 1, 2014, and who was eligible to earn annual vacation leave. In addition to special bonus leave for full- and part-time permanent state employees, it is recommended that special bonus leave be awarded to applicable county and special funded employees also. Part-time permanent employees would receive a pro-rata amount. Special bonus leave will be credited as of September 1, 2014, and accounted for separately. Per the legislative guidelines, there is no time limit for when this leave is to be used.

Advanced Degree

Per College policy, it is recommended that a 4% base salary increase be given to employees who attained an advanced degree between July 1, 2013, and June 30, 2014.

	Fund Source			
	State	County	Special	Total
Base Salary Increase (Recurring)	\$364,700	\$30,000	\$8,000	\$402,700
Advanced Degree Increase (Recurring)	\$13,362	\$0	\$0	\$13,362

State funds provided for salary increase are sufficient to also cover the advanced degree increase for 2014-15. Six employees had achieved advanced degrees.

Upon the recommendation of the Finance Committee, Mr. Campbell recommended that the Board of Trustees approve the following:

- **A base salary increase be given in accordance with the 2014-15 state budget to all eligible state, county, and special funded positions retro-effective to July 1, 2014, and**
- **Special bonus leave be given in accordance with the 2014-15 state budget to all eligible state, county, and special funded positions retro-effective to September 1, 2014, and**
- **A four percent Advance Degree increase be given to those eligible retro-effective to July 1, 2014.**

The motion carried.

3. Request for Write-off of Uncollectible Accounts – Textile Technology Center

The Textile Technology Center requested the write-off of two uncollectible balances:

Center for Research Excellence in Science and Technology	\$8,500
Galey and Lord	\$2,500

The Center for Research Excellence in Science and Technology had disputed the invoice citing that the work was a joint project between two government entities, and the agreement was without payment terms. This work was completed in 2009. Galey and Lord filed bankruptcy in 2013.

The Textile Advisory Board reviewed and approved these write-offs at the June 12, 2014, meeting. The write-off of uncollectible accounts totals \$11,000.

Upon the recommendation of the Finance Committee, Dr. Watson moved that the Board of Trustees approve the write-off of uncollectible accounts in the amount of \$11,000 for the Textile Technology Center. The motion carried.

4. Supplemental State Budget Allocation

The following Supplemental State Budget Allocations were received after the FY 2014-15 State Budget was finalized:

General Institution (130)	\$12,698
Customized Training (361)	\$117,178
Equipment Carryover (920)	\$413,725
Instructional Resources (930)	\$1,503
Total	\$545,104

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

5. Enhancing Accountability in Government through Leadership and Education (EAGLE) Internal Control Program

BACKGROUND

Enhancing Accountability in Government through Leadership and Education (EAGLE) is the State's internal control program that was established by the Office of the State Controller (OSC) to meet the requirements of House Bill 1551, Chapter 143D "State Governmental Accountability and Internal Control Act."

Effective internal controls are the foundation for managing risk and creating a safe and sound operating environment.

The North Carolina statewide internal control program defines the vision of an effective system of internal controls for North Carolina State government.

The College is required to use the EAGLE program as the basis for its internal control program. The program is administered by college Staff and submitted to the Office of the State Controller annually.

REVIEW

EAGLE program activities touch a number of areas within the College, including Accounting, Purchasing, Human Resources, and Financial Aid. This year, Gaston College again increased the extent of testing completed. Last year's testing covered all high and moderate risk financial accounts. This year's testing included all high and moderate risk financial accounts, plus a new IT general controls program.

Our internal control testing activities found no significant issues this year.

In addition to internal control testing, the EAGLE program also provides a set of performance standards focused on Federal Grants, General Accounting, Procurement,

and Student Financial Aid. The College met all of the performance standards with two exceptions. First, the College spent more than the benchmark amount of time on the EAGLE process. The amount of time invested in the EAGLE program is not expected to decrease as program requirements will continue to expand. Second, the College exceeded the benchmark number of findings related to a procurement audit. The results of this audit were presented to the Board in early 2014.

This was an Information Item for the Board.

6. Financial Reports

Summaries of expenditures for FY 2014-15 year-to-date for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year were presented for the Board's review and information.

H. REPORT FROM NCACCT

Mr. Vinson stated that attendance, at the NCACCT Leadership Seminar in Charlotte, on September 3-5, 2014, was one of the highest. Governor Pat McCrory; Secretary of Commerce Sharon Decker; Dr. Donny Hunter, the President and CEO of the NCACCT; Dr. Scott Ralls, President of the NCCCS; and Mr. Glen Sherrill, Director of the NC Economic Development Board were in attendance and participated in a panel discussion. That discussion revealed how important they all felt the community college is to economic development within the state.

Mr. Vinson mentioned that solicitation is underway to obtain funds for the operation and maintenance of the NCACCT.

I. CHAIRMAN'S REPORT

1. Report on Committees for 2014-15

Chair Smith identified the members of the Committees for 2014-15. They are as follows:

Facilities Committee Chair – Dr. Watson	Finance Committee Chair – Mr. Campbell	Campus Affairs Committee Chair – Ms. McLean
Sheriff Cloninger	Mr. Hovis	Ms. Davis
Mr. Dancoff	Mr. Keeter	Mr. Keigher
Ms. Robinson	Ms. Rudisill	Mr. Ragan
	Mr. Vinson	Ms. Ross

J. ANNOUNCEMENTS

Chair Smith reviewed with the Board the list of upcoming meetings and events.

K. Executive Session

In accordance with provisions of GS 143-318.11 (5), Mr. Campbell moved, seconded by Ms. Pat Rudisill, that the Board go into closed session to discuss the President's employment contract.

Mr. Vinson moved, seconded by Dr. Watson that the Board resume the open session to discuss the president's contract.

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 \$154,342 authorized by the state budget for President Skinner, effective July 1, 2014; and**
- **Approve continuation of the current local contribution amounts of \$52,290 and \$26,145 by Gaston and Lincoln counties, respectively; and**
- **Extend President Skinner's employment contract for the period commencing July 1, 2014 for a two-year period incorporating the compensation terms noted above.**

Mr. Ragan seconded the motion. The motion carried.

L. ADJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 6:36 p.m.

Respectfully submitted,

Pat Rudisill, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)