

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
November 17, 2014**

Members Present: Sheriff Alan Cloninger
Mr. John Dancoff
Ms. Jennifer Davis
Mr. Ron Hovis
Mr. Brett Keeter
Mr. Tom Keigher
Ms. Rhonda McLean
Mr. Jim Ragan
Ms. May Gray Robinson
Ms. Patricia Rudisill, Secretary
Mr. James Smith, Chair
Ms. LaTonya Ross, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Stephen Campbell
Mr. Randy Vinson
Dr. Jim Watson, Vice Chair

Others Present: Ms. Julia Allen, Dr. Don Ammons, Mr. Todd Baney, Mr. Patrick Boylan, Mr. Josh Crisp, Mr. Ruben Cuevas, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Rusty Graham, Mr. Tim Greene, Ms. Mishael Griffin, Ms. Ashley Hagler, Ms. Renita Johnson, Dr. Joe Keith, Dr. Karen Less, Ms. Cynthia McCrory, Ms. Pamela McCumbee, Dr. Dennis McElhoe Ms. Becky McLain, Dr. Silvia Patricia Rios Husain, Ms. Sherry Sherrill, Mr. Lakhvinder Singh, Mr. Luke Upchurch; 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 – Ms. May Gray Robinson**
- **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 SEPTEMBER 22, 2014, BOARD MEETING.

Chair Smith presented the Minutes of the September 22, 2014, Board Meeting, and asked if there were any additions or corrections.

Chair Smith declared the Board Minutes of September 22, 2014, approved as distributed.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

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

Dr. Skinner introduced:

Mr. Luke Upchurch, Director-Grants and Special Projects

Dr. Ammons introduced:

Mr. Tim Greene, Assistant Program/Music Director-WSGE Radio

Ms. Mishael Griffin, Receptionist-Arts & Sciences

Ms. McCrory introduced:

Mr. Ruben Cuevas, Housekeeper/Floor Maintenance

Ms. Pamela McCumbee, Housekeeper

Mr. Lakhvinder Singh, Housekeeper

2. Fire Protection Technology Accreditation Presentation

Mr. Josh Crisp, Director of the Regional Emergency Services Training Center/Fire & Rescue Training, provided a PowerPoint presentation detailing the history of the Fire Protection Technology program and the process to accreditation through the International Fire Service Accreditation Congress (IFSAC). An IFSAC accredited program indicates that course offerings, institutional support, and qualified faculty are working together in completing their educational mission. The IFSAC Degree Assembly is recognized by the Council on Higher Education Accreditation (CHEA) as a programmatic accreditor of fire and emergency related degree programs.

On September 20, 2014, Gaston College received Fire Protection Technology program accreditation in Oklahoma City, at the Fall Meeting of IFSAC. Mr. Crisp pointed out that

Gaston College is the **first and only** institution offering an accredited Fire Protection Technology degree in North Carolina. There are 28 other programs in the state. The closest colleges with accreditation are in Kentucky, Pennsylvania, Ohio, and Illinois. Mr. Crisp thanked administration, faculty and staff, and particularly his entire office for their help in this accreditation effort. Dr. Skinner and Board Chair Smith congratulated and thanked Mr. Crisp for his leadership in successfully obtaining this voluntary accreditation for the Fire Protection Technology program. A copy of Mr. Crisp's presentation will be kept with the minutes.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the September 22, 2014, Board meeting. A full, detailed report is attached with the Minutes.

- Greater Gaston Development Corporation (GGDC) Workforce Preparedness Committee – The purpose of this committee is to better understand why local high-paying jobs in industry and technology are going unfilled. The Committee is working on methods to bridge this gap.
- Community Kick-off of Gaston College's 50th Anniversary – On September 26, Mr. Jimmy Wayne participated in a lunch and conversation with students, and later, a BBQ and concert for the general public. On October 20, Dr. Malinda Lowery was featured in Gaston College's Alumni Speaker's Series.
- Effective College and Public School Partnerships – This was a meeting to focus on valued qualities and characteristics in partnerships between colleges and public schools.
- Future of Community College Nursing Education – These meetings focus on finding pathways to assist North Carolina nurses to more easily advance their education.
- NCACCP Meeting – Conversations regarding the proposed 2% State budget cut in 2015-16 were held. Categoricals were deemed at most risk; and for Gaston College that would include the Textile Technology Center, The BioNetwork Learning Solutions Center, and the Small Business Center.
- North Carolina Community College System Conference – Thirty-three faculty and staff from the College, and Dr. Skinner, attended the NCCCS Conference. Nine presentations were conducted by Gaston College.
- North Carolina Institute of Medicine (NCIOM) Board Meeting – The overall theme of the NCIOM Board is to find ways to improve today's healthcare system. Of particular interest are discussions regarding workforce needs.
- ACCT Leadership Congress 2014 – Winds of Change: Staying the Course to the American Dream – Gaston College presented, *The Power of Undergraduate Research at the Community College* at the ACCT Leadership Congress 2014.

- Achieving the Dream Update on Student Success Initiatives – The College is on track with this initiative and Dr. David Hartlieb, one of the College’s ATD Coaches, commented that Gaston College was doing far more than most colleges. Dr. Hartlieb was very impressed with the College’s progress.
- 2015 Bellwether Award Nomination – Gaston College’s SPARC³ (STEM Persistence and Retention through Curriculum, Cohort, and Centralization) program has been nominated for the Respected Bellwether Award. Finalists will receive notification by Thanksgiving and be required to present at the Community College Futures Assembly in January 2015.
- 2008-2013 Strategic Plan Initiatives and Accomplishments – A detailed list ([Attachment B](#)) highlighting accomplishments during the 2008-2013 Strategic Plan will be included with the minutes.
- Current Voluntary Program Accreditations – A list ([Attachment C](#)) of voluntary accreditations will be included in the minutes.
- List of Meetings – Dr. Skinner furnished a list of meetings she attended/participated in since the September 22, 2014, Board of Trustees Meeting.

E. SGA PRESIDENT’S REPORT

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

- Ice Cream Social
The SGA held its evening student study break program on the three campuses on September 23-25, 2014. The event was a huge success.
- 50th Anniversary Celebration
SGA participated in the 50th Anniversary Kick-off on September 26, 2014, by sponsoring a photo booth and one lucky student had the opportunity to win a Kindle Fire HD. Gamma Beta Phi Honor society sponsored the faculty and staff 50th Anniversary King and Queen court; Mr. Darren Stewart was crowned King, and Ms. Tanisha Williams was crowned Queen. In continuing the 50th Anniversary Celebration, SGA sponsored two Monday Night Socials: Bowling, on October 6, 2014; and Skating, on November 3, 2014.
- Self-Awareness Month
In recognition of Self-Awareness Month, SGA sponsored the following programs: “Meaning of You,” “Celebrating You,” and “Clearly You.” A total of 515 students participated amongst the four programs.
- Go PINK Day
Thursday, October 16, 2014, was designated as Go PINK Day. In honor of Breast Cancer Awareness Month, SGA, along with the Health and Wellness Committee, sponsored the Go PINK: Press Your Luck Day. Educational information and give-aways were distributed, and a dance for the cause was held.

- Club Day
The SGA hosted Club Day on October 20, 2014. This year's theme was "Flashback to the 60's."
- N4CSGA
The SGA Executive Board and Senators attended the 2014 N4CSGA Fall Conference at the Doubletree by Hilton in Rocky Mount, NC, on October 24-26, 2014. Gaston College was represented by four Executive Board members, four Senators, and one advisor.
- Halloween Costume Contest
The Halloween Costume Contest was a success. There were 61 participants from all three campuses.
- Student Leadership Development Program
LaTonya Ross, SGA President, attended the Student Leadership Development Program (SLDP) Fall Mini Workshop in Raleigh, NC, on October 31 – November 1, 2014.
- Blood Drive
SGA sponsored a blood drive with the American Red Cross on Wednesday, November 5, 2014. There was a goal of 35 units; 28 productive units were collected.
- Canned Food Drive
A Canned Food Drive sponsored by SGA and the Gaston College Libraries is underway until November 19, 2014. The collected items will be donated to the Battered Women's Shelter in Gastonia; Catherine's House; Gaston College Food Bank; and On Eagle's Wings Ministries.
- Letter to Mr. Lee Roberts, State Budget Director
Ms. Ross presented to the Board of Trustees a letter that had been sent to the State Budget Director, Mr. Lee Roberts, by Mr. La'Quon Rogers, president of the North Carolina Comprehensive Community College Student Government Association (N4CSGA) on behalf of approximately 400 N4CSGA representatives and 800,000 students in the NCCCS. Students are concerned that "as a result of further general fund reductions, tuition rates have increased, shifting the financial burden to the backs of students...One thing that makes the community college system exceptional is access and affordability to education. As students, we are afraid that this affordable system will not be available to us if further reductions are made."

Mr. Lee responded to the N4CSGA letter reassuring the 400 N4CSGA representatives and the 800,000 NCCCS students that their perspective will receive consideration as the Governor's 2015-2017 Recommended Budget is developed. A copy of the letters to and from Mr. Lee Roberts will be included in the minutes.

F. Campus Affairs

Ms. McLean presented information from the Campus Affairs Committee Meeting held immediately prior to the full-Board Meeting on November 17, 2014.

1. Policy 1-12 Institutional Research

The College recently received a federal grant from the National Science Foundation, which was partly based on the redesign of certain science courses to include an emphasis on undergraduate research activities—something that is rare in the community college setting. As part of receiving the grant, it has become evident that the College needs to establish an Institutional Review Board (IRB) to approve, monitor, and review research involving human subjects. Additionally, the establishment of an IRB will be essential when the College applies for future research-related grants as this is normally an expectation and/or requirement.

A copy of Policy 1-12 Institutional Research will be filed with the minutes. Additionally, a copy of the Institutional Review Board (IRB) Program: Standards and Guidelines for Research Involving Human Subjects Draft will also be filed with the minutes.

Dr. Don Ammons, Mr. Todd Baney, and Ms. Ashley Hagler provided additional insight and information into the background of Policy 1-12 Institutional Research, further detailed why Policy 1-12 was needed, and remarked on the intense research and study it took to generate Gaston College's IRB Program. IRB Board laws and guidelines are very prescriptive and Gaston College's IRB Program was formed after careful review of similar programs.

Questions regarding how the IRB Board Members would be chosen and how often they would meet were answered to the Board's satisfaction. Current research focuses on insects and bacteria, but to collect human data an IRB must be in place to ensure there is no harm to the human subjects. Research at the College on humans would revolve around the collection and tracking of student data. Coverage by the IRB would be College wide. Policy 1-12 Institutional Research and the IRB Program will go into effect December 1, 2014.

Upon a recommendation from the Campus Affairs Committee, Ms. Rhonda McLean moved that the Gaston College Board of Trustees approve Policy 1-12 Institutional Research. The motion carried.

G. Facilities

1. Capital Reports

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

- Center for Advanced Manufacturing (CAM)
Design development drawings are complete and construction drawings have begun. The project continues to follow the projected time line.

- Pharr Renovation and Expansion – Phase 1
The majority of drywall work is complete. Ceilings and walls are being painted. Doors and hardware are being installed. Ductwork is being completed. Existing roof has been demolished and new roof installation has begun. The work is 64% complete with an anticipated completion by the 2014 holidays.
- Pharr Renovation and Expansion – Phase 2
Design drawings are complete. Project contractor selection is scheduled for spring 2015.

2. Presentation to Gaston County Commissioners

- Gaston County Commissioners Chairman Tracy Philbeck requested that Dr. Skinner come before the County Board with an update on the Center for Advanced Manufacturing. This is scheduled for the Commissioners' meeting on January 13, 2015, at 6:00 p.m. All College Trustees were encouraged to attend, schedules permitting.

H. FINANCE

1. Update on 2014-15 Budget - Reversion

State-wide general fund revenues through the first quarter of FY 2014-15 were 1.3% below projections. Revenues fell short \$62 million of the targeted \$4.7 billion. Although sales tax revenues exceeded target levels, individual income tax revenues have lagged behind projections. This can be attributed to the new withholding tax schedule that broadened the tax base but reduced the rate to a flat 5.8%. The tax changes have also made it more difficult to gauge whether changes in collections are due to economic conditions or tax changes.

Tuition and registration fee receipts through September were also down. Fee receipts were coming in at approximately 7-8% under the budgeted level due to a decline in enrollment and an increase in the proportion of students eligible for tuition waivers.

This budget information indicates a strong probability that a 2% reversion will occur in December 2014. Gaston College will be required to return approximately \$606,000 to the state. The College had hoped to only have a 1% reversion this year. The difference in funding will be made up from self-supporting funds.

2. Update on 2015-16 Budget – 2% Call-back

The Office of State Budget and Management (OSBM) has directed agencies to submit options to generate a 2% net savings for the 2015-16 budget. The President's Association made recommendations to the State Board that included a tuition increase and substantial reductions and eliminations of some categoricals, including the Textile Technology Center and the Bionetwork/Learning Solutions Center. The State Board

deliberated and made a decision concerning this year's response to OSBM regarding the 2% budget reduction options.

The State directed the System Office to respond to the OSBM directive with a letter indicating that the State Board does not support any budget cuts to the community college system and any new resources created by the recommended options be reinvested in the community colleges to address salary issues. The response included the following options: eliminate the Botanical Lab funding, increase tuition by \$3.00 per credit hour, reduce funding for categoricals not identified as top priorities by the Presidents, and eliminate the Small Business Center funds as a last resort. The reductions in categoricals referred to in the System response letter (attached) includes a \$150,000 reduction to the Textile Technology Center.

Board Trustees questioned outcomes related to cuts to the College's categoricals and objected to further budget cuts by the Governor and the OSBM to the North Carolina Community College System (NCCCS). Furthermore, they did not see a raise in student tuition as a satisfactory answer to the situation. Dr. Skinner would be attending a meeting of the North Carolina Community College Presidents (NCACCP) later in the week and would bring the Trustees' concerns to the meeting and see what steps would be taken by the Presidents' Association to counter the proposed 2% Call-back for the 2015-16 State budget.

The Board felt immediate action should be taken on their part in the form of a resolution to protest further budget cutbacks to the NCCCS. The resolution would be sent immediately to the Governor and the North Carolina OSBM, and later, as the budget process unfolds to local legislators. The Trustees also felt additional e-mails, calls, and visits to these legislators and the Secretary of Commerce to promote their viewpoint on the 2% Call-back would be extremely beneficial.

Chair Smith recognized a motion by Mr. Ragan, seconded by Mr. Hovis, to prepare a resolution relaying to the Governor and the NC OSBM that the Gaston College Board of Trustees does not support the proposed 2% Call-back for FY 2015-16 to the NCCCS. The motion carried.

3. Supplemental State Budget Allocation

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

Customized Training	\$34,135
Bio Education Center	\$693,098
Minority Male Mentoring	\$19,440
Total	\$746,673

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

4. 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.

I. REPORT FROM NCACCT

No report.

J. CHAIRMAN'S REPORT

A handout listing the member assignments to the Campus Affairs, Finance, and Facilities Committees was distributed.

K. Announcements

Chair Smith reviewed with the Board the list of upcoming meetings and events. The Board will hold its retreat on February 6, 2015; information regarding the time, venue, and discussion topics will be forthcoming.

L. ADJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:44 p.m.

Respectfully submitted,

Pat Rudisill, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)