

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
June 22, 2015**

Members Present: Mr. Stephen Campbell
Sheriff Alan Cloninger
Ms. Jennifer Davis
Mr. Brett Keeter
Mr. Tom Keigher
Mr. Jim Ragan
Ms. Patricia Rudisill, Secretary
Mr. James Smith, Chair
Mr. Randy Vinson
Ms. Mildred Brunt, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. John Dancoff
Mr. Ron Hovis
Ms. Rhonda McLean
Ms. May Gray Robinson
Dr. Jim Watson, Vice Chair

Others Present: Ms. Julia Allen, Dr. Don Ammons, Dr. Melissa Armstrong, Mr. Todd Baney, Mr. Virgil Cox, Mr. Josh Crisp, Ms. Jenna Deal, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Ms. Ashley Hagler, Dr. George Hendricks, Mr. Travis Hogue, Ms. Renita Johnson, Dr. Joe Keith, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Dr. Silvia Patricia Rios Husain, Mr. Chris Thurley, Ms. Heather Woodson; 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. Randy Vinson**
- **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 MARCH 23, 2015, BOARD MEETING.

Chair Smith presented the Minutes of the May 11, 2015, Board Meeting, and asked if there were any additions or corrections. Chair Smith declared the Board Minutes of May 11, 2015, approved as distributed.

C. INTRODUCTIONS, SPECIAL PRESENTATIONS AND RECOGNITIONS

1. Welcome

Dr. Skinner welcomed Mr. Josh Crisp, Staff Senate President; Ms. Jenna Deal, Staff Senate President-Elect; and Mr. Chris Thurley, Faculty Senate President-Elect to the meeting.

2. PULSE (Partnership for Undergraduate Life Sciences Education)

Ms. Heather Woodson, Dean of Arts and Sciences; Ms. Ashley Hagler, Program Coordinator/Instructor-Biology; and Dr. Melissa Armstrong, Chair-Science and Mathematics presented a presentation on PULSE. The purpose of PULSE is to transform undergraduate education in life sciences.

This national project is to promote action items in terms identified by "Vision and Change" that are to develop an appreciation of the process of science, research experiences should be an integral component of biology education for all students, regardless of their major; ensure that undergraduate biology courses are active, outcome-oriented, inquiry-driven and relevant; provide professional development opportunities for faculty and develop a community of scholar-educators to share resources and expertise; students need to become more active, engaged partners in the educational mission of their campus, whether they are at a two-year, four-year, or research-intensive institution.

Gaston College was one of eight institutions chosen, out of 80 that were considered, to participate in the pilot program for PULSE. The process to certification included an extensive self-study and site visit in 2014. In May 2015, Gaston College was notified that PULSE certification was awarded. Gaston College is one of two community colleges to receive the PULSE certification.

Dr. Skinner thanked Dr. Ammons for his leadership in promoting quality programs and Ms. Woodson, Ms. Hagler, and Dr. Armstrong for their dedication to provide a quality science experience for their students. Mr. Smith also thanked the presenters for the phenomenal example of the great programs offered at Gaston College.

3. Apprenticeship 321 and NSF PACT Grant

Dr. George Hendricks, Associate Dean, Engineering and Industrial Technologies and Mr. Virgil Cox, Dean of Engineering and Industrial Technologies, provided a presentation on Apprenticeship 321 and the NSF PACT Grant.

Dr. Hendricks provided an explanation of exactly what specifics are involved with an apprenticeship program approved and registered with a state apprenticeship agency (NCDOL). He provided a history of the groundwork that began in 2012 to form the apprenticeship program which later evolved into Apprenticeship 321. The companies currently involved with Apprenticeship 321 are Steag, CLT Packaging, Firestone Fibers, LanXess, Wix Filters, Kaco, Aptar, and Daimler of Gastonia and Mount Holly.

In October 2014, Gaston College submitted the "Promoting Apprenticeship Consortia for Technology" (PACT) grant to the National Science Foundation. In May 2015, Gaston College was awarded a \$200,000 grant. The grant will fund a consultant, a success coach, marketing, an industrial rigging trainer, professional development for faculty on retaining women in STEM programs, and expenses associated with travel and supplies.

Dr. Skinner thanked Dr. Ammons, Mr. Cox, and Dr. Hendricks for their leadership with this endeavor; collaborating with ten companies takes a lot of commitment. She further thanked Dr. McElhoe and Ms. Allen for their work behind the scenes. Mr. Smith relayed his appreciation to all for their efforts and commented what a wonderful example this collaboration is of what community colleges are doing to promote economic development.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the May 11, 2015, Board meeting. Additional details for each item can be found with the report in the Board packet that was distributed at the meeting.

- Gaston County Board of Commissioners Presentation - On May 12, 2015, Dr. Skinner made a presentation to the Gaston County Board of Commissioners on behalf of Gaston College to appeal to them to fully fund the operating budget, to fund a special one-time request of \$500,000 to help equip the Center for Advanced Manufacturing, and to fully fund the capital budget request. On June 9th, this budget request was approved by the Board of Commissioners. Dr. Skinner thanked Mr. Keigher for his help getting the budget approved, and Mr. Keigher in turn gave a special thank you to the staff and Board members who attended meetings, and especially to Ms. McCrory for providing valuable information to help convince the other Commissioners to approve the funding.
- NCACCP Meeting - May 13, 2015, a conversation was held regarding the \$200 million proposed in the Governor's infrastructure bond.
- Golden Anniversary Gala - On May 16, 2015, Gaston College held its Golden Anniversary Gala at the Gaston Country Club.

- LEDA (Lincoln Economic Development Association) 2015 Annual Stakeholder's Event - On May 19, 2015, Dr. Skinner attended the LEDA 2015 Annual Stakeholder's Event. Gaston College will have an ex-officio position on LEDA's Board of Directors.
- Global Vision Leaders Group Meeting - On May 20, 2015, Mr. Cliff Brumfield and Dr. Skinner attended the Global Vision Leaders Group Meeting at the Duke Center.
- Upcoming Meetings in July
 - ✓ The Summer 2015 State Policy Meeting will be held July 14-15, 2015, in Fort Lauderdale FL.
 - ✓ On July 21, 2015, the North Carolina Institute of Medicine Board of Director's will meet in Morrisville, NC.
 - ✓ The NCAACP Quarterly Meeting will be held on July 22-24, 2015, in Asheville, NC.
- List of Meetings – Dr. Skinner provided a list of meetings/activities she attended/participated in since the May 11, 2015, Board of Trustees Meeting.

E. Student Government Association (SGA)

1. Introduction of New SGA President

Chair Smith welcomed and introduced Ms. Mildred Brunt, the new SGA President, to the Board of Trustees; she will be the student representative on the Board for FY 2015-16. Ms. Brunt is a resident of Lincolnton, NC. She received an AAS in Social Services from Gaston College, a BA in Education from Belmont Abbey College, and an MBA from the University of Phoenix. Ms. Brunt is an active member in the military; she has served in the United States Armed Services for 13 years. Currently she is stationed at Fort Bragg where she serves as a Support Command. Ms. Brunt is a Paralegal Technology Major.

2. SGA Report

Ms. Brunt gave the following update on SGA activities since May 11, 2015. The report in its entirety is filed with the minutes.

- Health Fair - SGA participated in the Gaston College Health Fair that took place on Thursday, May 7, 2015.
- Student Leadership Development Program - The North Carolina Community College System – The Student Leadership Development Program (SLDP) was held on June 7-12, 2015, on the campus of William Peace University.
- SGA Leadership Training - The 2015-2016 SGA Executive Board and Senators will begin training for the upcoming academic year on Monday, June 22nd - Thursday, June 25th, from 12 noon – 4 p.m., in the SGA conference room.

F. FACILITIES

1. Duke Energy – Land Easement

Duke Energy representatives, Ms. Anna Jew and Mr. Tim Gause, presented an easement request to the Facilities Committee in August 2014. This easement will create a rear driveway for the Duke Energy Gaston Operations Center located on Highway 321 just below the campus.

The County was not prepared to grant the easement to Duke Energy at the time. In September 2014 the Facilities Committee approved the deferral of action on the proposed Duke Energy easement pending action by the Gaston County Board of Commissioners.

Gaston County Board of Commissioners approved the access easement on May 26, 2015. Duke Energy is again requesting that the College review and approve the easement agreement attached. The agreement addresses the ownership provision near the end of the agreement.

Upon a recommendation of the Facilities Committee, Sheriff Cloninger moved that the Gaston College Board of Trustees approve the proposed easement agreement with Duke Energy for easement across Gaston College property. The motion carried.

2. Architect Selection – Facility Master Plan

Three architect finalists for the facility master plan project were selected by the architect selection committee to participate in a presentation/interview with the Facilities Committee of the Board of Trustees on June 15, 2015. Eight firms submitted proposals for consideration. This project will provide a facility master plan for Gaston College including the Dallas campus and the Kimbrell and Lincoln campuses.

The architect firm finalists were:

- ADW Architects
- Boomerang Design
- YCH Architects

The estimated project budget includes design and publication costs. Design services include architectural master planning, including space planning and facility assessments, landscape, architectural, and/or site engineering. The selected designer will work with a designated planning committee of Gaston College and will have access to the latest data available at the College.

A grant totaling \$25,000 has been received from the North Carolina Department of Commerce Rural Economic Development Division for Underserved and Limited Resource Communities to help with the cost of the master plan. County funds will be used for the balance.

Upon a recommendation of the Facilities Committee, Sheriff Cloninger moved that the Gaston College Board of Trustees approve ADW Architects from the three finalists for the facility master plan project. The motion carried.

3. Approval of Contractor for Center for Advanced Manufacturing

Bids were opened on June 11, 2015, at 3 p.m. for the general contractor for the Center for Advanced Manufacturing Project. The budget was estimated at \$3.9 Million for the construction contract. Seven bidders responded to the College’s bid advertisement. There were five preferred alternates to the project.

Hickory Construction Company was low bidder with the preferred alternates at \$4,601,200. The Board reviewed the Apparent Low Bidder Summary.

This project consists of the construction of a new 21,200 square foot Center for Advanced Manufacturing to include seven laboratories, two classrooms that also support CADD and Nuclear Technology, offices and conference rooms, and exterior storage. This state-of-the-art facility will support specialized training for existing chemical and plastics industry partners, provide temporary offices and meeting space for new industries relocating to the area, and provide learning spaces for advanced manufacturing programs. Construction will be on an 11.8 acre undeveloped parcel adjacent to the Gaston College Dallas Campus facing onto Gastonia Technology Parkway.

The low bid with preferred alternates was Hickory Construction Company for \$4,601,200.

	Original Project Estimate	Revised Budget Summary with Actual Bid
Base Bid	\$3,900,000	\$4,601,200 (includes preferred alternates)
Contingency	\$ 117,000	\$ 117,000
Owners Reserve	\$ 102,531	\$ 102,531
Design Fee	\$ 292,500	\$ 292,500
Total Project	\$4,412,031	\$5,113,231

The original project budget funding was by county bond funds (\$2,870,000), EDA grant funds (\$1,500,000) and donations (\$42,031) for a total of \$4,412,031. It is recommended that the additional \$701,200 required for the project be funded from institutional funds.

Upon the recommendation of the Facilities Committee, Sheriff Cloninger moved that the Gaston College Board of Trustees approve the additional \$701,200 required for the Center for Advanced Manufacturing is funded from institutional funds. The motion carried.

Upon the recommendation of the Facilities Committee, Sheriff Cloninger moved that the Gaston College Board of Trustees approve Hickory Construction Company's \$4,601,200 bid for the Center for Advanced Manufacturing. The motion carried.

4. Café Operations for 2015-16

The Board of Trustees approved contracting campus café operations with Mr. Bryan Greene, owner of Shelby Café and Lincoln Café in August 2014. Facilities Chair Dr. Jim Watson and Vice President Cynthia McCrory recently met with Mr. Bryan Greene to discuss the future of café operations for next fiscal year. The café commission is currently set at 8%.

In an earlier meeting with Mr. Greene, he had expressed concerns that he was operating at a loss. At the meeting that was held on May 21, 2015, Mr. Greene indicated that he plans to return in the fall of 2015 to operate the café. He requested that the commission rate be waived for a period of one year while he is given an opportunity to grow the business.

Upon a recommendation of the Facilities Committee, Sheriff Cloninger moved that the Gaston College Board of Trustees approve waiving the café commission of 8% for a period of one year, allowing Mr. Bryan Greene an opportunity to grow his business. The motion carried.

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)
A pre-bid conference was held on May 21. Bids were opened on June 11. The bid went forward to the Facilities Committee for approval on June 15 and to the Board of Trustees on June 22.
- Pharr Renovation and Expansion – Phase 2
A pre-bid conference was held on June 2. Construction bids were received and opened on June 18. The Facilities Committee met at 3:30 p.m., prior to the Board meeting on June 22, to review and approve the lowest construction bid. The bid was forwarded to the Board of Trustees at 4 p.m.

6. Approval of Contractor for Pharr Renovation and Expansion – Phase 2

Bids were opened on June 18, 2015, at 2:00 p.m., for the general contractor for Phase 2 of the Pharr Renovation and Expansion Project. The budget was estimated at \$1.275 Million for the construction contract. Three bidders responded to the College's bid advertisement. There were six preferred alternates to the project.

Kearey Builders was the low bidder; however, due to their error in calculating bid alternate #5, the company withdrew their bid on Friday, June 19, 2015. Hickory Construction Company was the second lowest bidder at \$1,190,550 for base bid plus preferred alternates 1, 2, 3, 4, 6, and 7. The certified bid tabulation was submitted for the Board’s review.

The low bid with preferred alternates was Hickory Construction Company for \$1,190,550.

	Original Project Estimate	Revised Budget Summary with Actual Bid
Construction Bid	\$1,050,000	\$1,190,550 (includes preferred alternates)
Contingency	\$ 52,500	\$ 52,500
Owners Reserve	\$ 29,730	\$ 29,730
Design Fee	\$ 142,770	\$ 142,770
Total Project	\$1,275,000	\$1,415,550

The original project budget funding was by a Foundation guarantee of \$1,275,000. It is recommended that the additional \$140,550 required for the project be funded from technology fees for cabling and fire system (\$41,000), the residual owner’s reserve from Phase 1 (\$43,450), and county capital funds (\$56,100).

Upon a recommendation from the Facilities Committee, Sheriff Cloninger moved that the Gaston College Board of Trustees approve Hickory Construction Company’s \$1,190,550 bid for Pharr Renovation and Expansion Phase 2. The motion carried.

G. FINANCE

1. FY 2015-16 State Budget Update

The NCCCS provided a *Summary of Budget Proposal for FY 2015-16* after the Senate’s budget came out that Ms. McCrory reviewed with the Board. She discussed differences between the House and Senate budgets and the *NCCCS’s 2015-17 Conference Budget Priorities*.

The House gave **raises** to faculty and staff; the Senate did not put in any raise for staff, only for instructional personnel. The NCCCS would like the budget to provide the equivalent of a 2% increase for all community college employees.

The NCCCS would like **year-round funding** for all curriculum courses which would place students in the workplace more quickly.

For STEM **Equipment**, the House had allotted \$15 Million, but the Senate had \$4,444,296 which was disappointing. The NCCCS has asked for \$10 Million. Current technology and equipment is necessary to prepare a skilled workforce.

A priority for the NCCCS is to phase in the proposed \$4/credit hour **tuition increase** over two years (\$2/credit hour increase in FY 2015-16 and an additional \$2/credit hour increase in FY 2016-17). They would also like the tuition set in the continuing resolution so that colleges can begin the fall term registration on time and with a correct tuition rate.

The NCCCS would like to be excluded from **IT Consolidation**.

2. FY 2015-16 County Budgets Update

- 2015-16 Gaston County Budget Update

The Gaston County Board of Commissioners met on June 9th and approved the FY 2015-16 county budget on the first vote. The budget that was initially approved by the Commissioners was the County Manager's recommended budget, which fully funded our operating budget request, provided reduced funding of \$453,219 for ongoing capital needs and provided one-time funding of \$500,000 for the new Center for Advanced Manufacturing. Later in the session, Commissioner Keigher presented a motion to amend the budget as approved to add \$244,000 to the FY 2015-16 capital budget for Gaston College, effectively restoring our ongoing capital budget for FY 2015-16 to the historical level of \$697,259. This motion was approved by the Board of Commissioners.

- 2015-16 Lincoln County Budget Update

County Manager Kelly Atkins presented his 2015-16 recommended budget to the County Commissioners at their May 18, 2015 meeting. The County Manager recommended an increase of \$20,000 for Gaston College for operations and to keep the capital budget the same. The Manager has also agreed to complete the partial roof replacement, requested HVAC repairs and floor work. The Board of Commissioners adopted this budget at their June 8, 2015 meeting.

3. Supplemental State Budget Allocation

Supplemental State Budget Allocations (#5) for Customized Training (364) in the amount of \$16,423 and (#6) for Customized Training (361) in the amount of \$8,653 were received after the FY 2014-15 Budget was finalized.

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.

H. REPORT FROM NCACCT

Mr. Vinson had returned from a retreat last week in Greensboro with the NCACCT, and he relayed some issues with which the NCACCT has been dealing: disappointment that more Connect NC Bond Proposal funding was not designated for community colleges; concerns surrounding how the NC budget was put together; realization that the NCACCT had had minimal input on how the NC budget was presented to the Legislature; and disappointment that an NCACCT member was not on the search committee for the NCCCS president. Later the NCACCT was informed a member of the NCACCT had been appointed to the search committee, but they would be in a non-voting capacity.

I. CHAIRMAN'S REPORT

1. Appointment to the Textile Technology Center Advisory Board

The Gaston College Board of Trustees has two appointments to the Textile Technology Center (TTC) Board of Advisors. Current appointments to the TTC Board are Mr. Dan Nation (term expires in 2017) and Mr. Ron Ensley (term expires in 2015).

Mr. Ensley is finishing the second four-year term and is no longer eligible for reappointment; therefore the Gaston College Board needs to approve a replacement. Dr. Paul Schiffelbein has been recommended as he is the College's DuPont Contract Administrator/Manager, and DuPont has requested representation on the TTC Board of Advisors. As indicated in his resume, Dr. Schiffelbein has extensive experience related to textiles and is currently employed by DuPont. Since the TTC Board has a significant partnership with DuPont, his appointment to the TTC Board is highly recommended.

Dr. Paul Schiffelbein's appointment to the TTC Board of Advisors is presented to the Board for consideration. A copy of his resume was presented to the Board.

Upon a recommendation by Mr. Vinson, second by Mr. Campbell, the Gaston College Board of Trustees approved the nominee presented herein and recommended Dr. Paul Arthur Schiffelbein to fill the vacancy left by Mr. Ron Ensley on the Textile Technology Center's Advisory Board. The motion carried.

2. Appointment of Nominating Committee for 2015-16 Board Officers

Chair Smith appointed the following trustees to serve on the Nominating Committee for Board Officers for 2015-16:

Mr. Steve Campbell, Chair of the Committee
Sheriff Alan Cloninger
Ms. Jennifer Davis

The Committee will bring forth a proposed slate of officers at the August 31, 2015, Board of Trustees Meeting.

3. Status of Board Appointees

Three trustees' terms expire this year; however, two trustees, Mr. Jim Ragan (appointed by the Gaston County School Board) and Mr. Hovis (appointed by the Gaston County Commissioners) have been reappointed. We have not been notified as of yet regarding our new representative from the Governor's Office.

J. ANNOUNCEMENTS

Chair Smith reviewed with the Board the list of upcoming meetings and events. He thanked Mr. Keigher on behalf of the Board for his support regarding the successful conclusion of FY 2015-16 County budget process. He also thanked Ms. Julia Allen for all the College events the Development Office coordinated in the yearlong 50th anniversary celebration.

Chair Smith encouraged Board members to attend the September 9-11, 2015, NCACCT Leadership Seminar. It will be a good time for trustees to complete their Ethics Training, Reappointment Trustee Training, or New Trustee Orientation. More information will be coming out soon.

K. ADJOURNMENT

There being no further business to come before the Board, Chair Smith declared the meeting adjourned at 5:10 p.m.

Respectfully submitted,

Pat Rudisill, Secretary

James C. Smith, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)