

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
June 26, 2017**

Members Present: Sheriff Alan Cloninger
Judge Craig Collins
Mr. John Dancoff
Ms. Jennifer Davis
Mr. Ron Hovis
Mr. Brett Keeter
Mr. Brad Overcash
Dr. Jim Ragan, Vice Chair
Ms. May Gray Robinson
Mr. James Smith
Mr. Randy Vinson
Ms. Rachel Bellflowers, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Stephen Campbell, Secretary
Mr. Tracy Philbeck
Dr. Jim Watson, Chair

Others Present: Ms. Julia Allen, Mr. Todd Baney, Ms. Cynthia Cash, Ms. Sheri Chavis, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Dr. Joe Keith, Ms. Jill Lutz, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Mary Morton, Dr. Silvia Patricia Rios Husain, Mr. Brad Rivers, Dr. Heather Woodson; and Mr. Carl Stewart, College Attorney.

- **Vice Chair Dr. James Ragan (on behalf of Dr. Watson) called the meeting to order at 4:01 p.m. and declared a quorum present.**
- **Invocation – Sheriff Cloninger**
- **Ethics Awareness and Conflict of Interest Reminder**

Vice Chair Ragan 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

Vice Chair Ragan asked if there were any changes, additions, or corrections to the agenda. None were identified. Mr. Hovis made a motion to approve the agenda; Mr. Vinson seconded the motion. The motion carried.

B. APPROVAL OF THE MINUTES FROM THE MAY 8, 2017, BOARD OF TRUSTEES MEETING.

Vice Chair Ragan presented the Minutes of the May 8, 2017, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Sheriff Cloninger made a motion to approve the May 8, 2017, minutes; Mr. Hovis seconded the motion. The motion carried.

C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Welcome/Introduction of New Employee

Dr. Skinner welcomed Mr. Travis Hogue, Staff Senate President; Ms. Sherri Chavis, Staff Senate President-Elect; Dr. Mary Morton, Faculty Senate President-Elect; and Dr. Heather Woodson, Dean of Arts and Sciences representing Dr. Dewey Dellinger.

Dr. McElhoe Introduced:

Ms. Jill Lutz, Associate Vice President for Economic and Workforce Development

2. Introduction of Ms. Rachel Bellflowers, New SGA President (Term: 2017-2018)

Vice Chair Ragan introduced Ms. Bellflowers, the new SGA President, to the Board and provided them with some brief biographical information about her. Ms. Bellflowers is a resident of Bessemer City, NC, and she is a Career and College Promise Student. She was selected to participate in the 2017-2018 Student Leadership Development Program sponsored by the North Carolina Community College System. She is passionate about volunteering and leadership and looks forward to the opportunity to serve the Student Government Association as president. She is working on obtaining an Associate in Science at Gaston College and plans to transfer to a four-year university to study Psychology. Vice Chair Ragan welcomed Ms. Bellflowers to the Board of Trustees; she responded she was grateful for the opportunity to serve on the Board.

3. Recognition of Service to the Board of Trustees, Ms. May Gray Robinson

Ms. May Gray Robinson's term on the Board of Trustees will end June 30, 2017. Vice Chair Ragan relayed that she was appointed by the Gaston County Board of Education to serve on the Gaston College Board of Trustees and has served one, four-year term. Since her appointment in 2013, she has served as a member of the Board's Facilities Committee.

During Ms. Robinson's tenure, she has helped guide the College through important decisions related to the selection of the architects and/or contractors for the Center for Advanced Manufacturing, the Pharr Phase I and II Renovations and Expansion, the Myers Center Conversion, and the Veterinary Technology Building. Other projects included approval of the project design and monitoring the progress of the Craig Building and Myers Center ADA elevators; roof replacement in the Pharr Trade and Industrial Building, approval of the EMS carport, and approval to purchase two properties adjacent to Gaston College.

Vice Chair Ragan asked Ms. Robinson to come forward and told her that her work as a Trustee has helped move the College forward allowing students a place to study that is safe, accessible, and not only functional, but beautiful. Additionally, he stated how her advocacy of the College at College sponsored events, was appreciated. He thanked Ms. Robinson for her service, commitment and dedication to the Gaston College Board of Trustees and presented her with a clock engraved with her name and years of service.

4. Recognition of Mr. Brad Rivers, Director-Small Business Center, Recipient of *The Champion Award: Business Advocate of the Year*

Dr. Skinner invited Mr. Brad Rivers, Director of the Small Business Center, to attend the Board meeting to recognize him for receiving *The Champion Award: Business Advocate of the Year* at the Small Business Awards and Gala held on May 23, 2017. Mr. Rivers has been with Gaston College over 18 years and has been instrumental in assisting new and existing small business owners all over Lincoln and Gaston counties with whatever business situation they bring him. He schedules, teaches and provides a variety of business classes and seminars; and is always looking for qualified individuals to teach these classes or to come in as a guest speaker and relay their own new business experience to encourage other small business entrepreneurs.

Mr. Rivers networks with state and community leaders to be aware of new and evolving business needs; and then works to follow-up with ideas and activities to fill whatever educational/business gap might exist. He participates on a number of state, county, community, and advisory committees to maintain a high level of quality and up-to-date information that he gladly shares.

Currently, Mr. Rivers is the treasurer for and serves on the board of directors for Techworks formerly known as Gigworks. Techworks is an operation of the Greater Gaston Development Corporation developed with the objective of providing incubator space and support to entrepreneurs within Gaston County.

Mr. Rivers has managed his department and budget well so as to bring Gaston and Lincoln counties' citizens the very best small business classes and information possible. Dr. Skinner relayed how proud she was that the work he does through our Small Business Center was recognized by the Gaston Regional Chamber's Small Business community. She asked the Board to join her in congratulating Brad for this recognition and thanking him for his hard work. Mr. Rivers thanked Dr. Skinner and the Board for recognizing his work;

he then recognized, Ms. Cynthia Cash, the Secretary for the Small Business Center to thank her for the administrative support she provides the Center on a daily basis.

5. YouthWorks - Senior Service Grant

Dr. Dennis McElhoe, Vice President for Economic and Workforce Development, provided a PowerPoint presentation update about the YouthWorks and Senior Service America grant programs.

In regard to the YouthWorks program, he detailed the purpose of the program, eligibility requirements to enter the program, the type of assistance the program provides those enrolled, and statistical data about the program's success in its inaugural year. He relayed the personal success stories of two students in the program, Ms. Irma Palencia who was selected as one of the 2016 governor's NCWorks Awards of Distinction recipients, and Mr. Cody Lumsden, who persevered through the program even when faced with several unfortunate circumstances.

In January 2017, Gaston College received a \$155,000 grant from Senior Service America to provide training and employment opportunities to low income seniors through its Senior Community Service Employment Program. To date, Gaston College's Life Skills department has served 42 seniors with a goal to serve 48 for the fiscal year. Currently, 37 seniors are in community service work assignments, including five working on the Dallas Campus and two on the Lincoln Campus. These assignments are subsidized by the grant. This program has proven to be a successful tool to help seniors find unsubsidized employment, too.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the May 8, 2017, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

- Grow Your Own: Develop a Talent Pipeline Strategy Panel Discussion - On May 15, 2017, Central Piedmont Community College (CPCC) hosted a special talent development conference with informative speakers and panelists, one of which was Dr. Dennis McElhoe.
- North Carolina Association of Community College Presidents (NCACCP) Monthly Meeting - At the May 17, 2017, monthly meeting of the NCACCP, Dr. Williamson provided System Office updates, Dr. Donny Hunter provided an NCACCT update, and the regular Committee Reports on Programs, Finance, Legislative, Personnel/Professional Development and Technology were given.
- Timken Tour of the Center for Advanced Manufacturing (CAM) - Representatives of The Timken Company, one of the College's generous benefactors, came to the College on May 18, 2017, for a visit and tour of the Center for Advanced Manufacturing.
- Small Business Awards and Gala - On May 23, 2017, Dr. Skinner attended the Small Business Awards and Gala. Mr. Brad Rivers, Director of Gaston College's Small Business

Center, won *The Champion Award: Business Advocate of the Year* presented by Carolina Trust Bank.

- Greater Gaston Development Corporation (GGDC) Board of Trustees and Investors - On May 24, 2017, Dr. Skinner provided a Gaston College update at the GGDC meeting.
- Gaston College Workforce Development Summit - On June 8, 2017, Gaston College conducted a Workforce Development Summit. This event was sponsored through funds from the Workforce Relevance Planning Grant program that is sponsored by the John M. Belk Endowment.
- Upward Bound Grant Notification - On May 30, 2017, Gaston College received notification from the U.S. Department of Education that the College, in partnership with Gaston County Schools and Gaston County, have been awarded an Upward Bound grant for \$257,500 per year for up to five years beginning on September 1, 2017.
- Golden LEAF Grant News - Gaston County Schools has been awarded a grant of approximately \$634,000 through the Golden Leaf Foundation's Community-Based Grantsmaking Initiative for the Southwest Prosperity Zone.
- Glenn Foundation – A grant totaling \$16,000 has been received from the Glenn Foundation for undergraduate research for students enrolled in the SPARC3 Scholars program.
- State Library Grant News – Gaston College has received a grant for \$29,000 for work to create a Strategic Plan for State libraries as focus shifts away from print material to other mediums.
- New Lincoln County Superintendent – Dr. Lory Morrow has been appointed as Superintendent of Lincoln County Schools. Gaston College looks forward to working with her as she has worked with Gaston College in the past as part of Gaston County Schools and is familiar with the College's initiatives and concerns.

Since multiple successful proposals for recent grants had been mentioned involving our dedicated Grant Writer and Director, Luke Upchurch, Vice Chair Ragan asked Dr. Skinner if the Board might receive a short presentation sometime in the future which would summarize our experience and results with the grant process organized under Mr. Upchurch. Dr. Skinner agreed to arrange this.

E. SGA PRESIDENT'S REPORT

Ms. Bellflowers gave the following update on SGA activities since May 8, 2017. 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 4, 2017.

Student Leadership Development Program - The North Carolina Community College System – The Student Leadership Development Program (SLDP) was held on June 4-9, 2017, on the campus of William Peace University.

SGA Leadership Training - The 2017-2018 SGA Executive Board and Senators participated in training for the upcoming academic year on Monday, June 12 - Thursday, June 15, from 11:00 a.m. – 4:30 p.m., in the SGA conference room.

F. FACILITIES

1. Veterinary Technology Facility Update

The Board of Trustees awarded Stewart Cooper Newell Architects the Veterinary Technology Facility design on September 26, 2016. Stewart Cooper Newell attended the Facilities Committee meeting on June 19, 2017, to discuss the project timeline, the floor plan, the facility positioning on the designated lot, and soil sample results.

2. Capital Report

A Capital report on the Veterinary Technology Facility was submitted for the Board's information and review. No action was required.

Veterinary Technology Facility

The design contract with State Construction, Stewart, Cooper, Newell (SCN) and the Gaston College Board of Trustees was executed in January 2017. SCN and Rick Bacon, specialty veterinary architect, were on site February 15-16 and met with faculty and the Director of Facilities and the Vice President for Finance, Operations and Facilities to complete conceptual schematic design (scale and relationships between building components) of the facility. The architect is finalizing the schematic design submittal for the State Construction Office. Stewart, Cooper, Newell is meeting with the facility committee to discuss the project timeline, the floor plan and project rendering, the facility positioning on the designated lot, and the soil sample results.

Veterinary Technology Facility Schedule:

Schematic Design	4 weeks	June 9, 2017
SCO Review	2-4 weeks	July 7, 2017
Design Development	6 weeks	August 18, 2017
SCO Review	2-4 weeks	Sept. 15, 2017
Contract Documents	12 weeks	Dec. 8, 2017
SCO / DENR Review	4-6 weeks	Jan 19, 2018
Final Revisions / Printing	4 weeks	Feb 16, 2018
Out to Bid	4 weeks	March 16, 2018
Receive Bids	4 weeks	April 13, 2018
Trustee Approval	2 weeks	May 7, 2018
Construction Contracts	4 weeks	June 4, 2018
Construction	12 months	June 4, 2019
Inspections / Approvals	2 weeks	June 25, 2019
Occupy Building	Date TBD	Date TBD

G. FINANCE

(Mr. Vinson presented the Finance Committee Items as Mr. Campbell was absent from the meeting.)

1. FY 2017-2018 State Budget Update

Ms. Cynthia McCrory reviewed with the Board the line items in the State Budget that would affect the College.

2. FY 2017-2018 County Budget Updates

2017-18 Gaston County Budget Update

County Manager Earl Mathers presented his 2017-18 recommended budget to the County Commissioners at their May 23, 2017 meeting. The Manager's recommended operating budget for the college was \$4,970,079, which included a \$55,000 increase to cover maintenance and utility costs for the new Center for Advanced Manufacturing, but did not include the funding needed to cover salary and benefit increases. The capital budget was recommended at the historical level of \$697,219.

The College requested the Manager reconsider and include funding for salary and benefit increases totaling \$ 137,371 in the final budget. The County Manager indicated to Dr. Skinner that he would include these items in the final version of the budget. (The total budget increase requested by the College was \$226,318.) The county budget was discussed and adopted at the June 13, 2017 Commissioner's meeting.

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	2017-18 Budget <u>Requested</u>	2017-18 Budget Manager's <u>Recommended</u>	2017-18 Budget 6/13/17 <u>Approved</u>
Operating	\$5,141,398	\$4,970,079	4,970,079
Capital	697,219	697,219	697,219

Several budget amendments for Gaston County schools, the Sheriff's Office and the County Police were recommended by various Commissioners during the June 13th budget meeting, and they were all adopted (totaling \$3 Million), but the budget amendment for Gaston College was not brought up. In discussions with two of the Commissioners following the meeting, there was some confusion regarding whether the requested \$137,000 in funding was included in the base budget that was presented and ratified, and that is why it was not brought up as a budget amendment along with the other amendments that were adopted at the Commissioner's meeting. Commissioners Philbeck and Keigher agreed to cosponsor the requested \$137,000 budget amendment for the College at the June 27th Commissioner's meeting. (On June 27, the additional \$137,000 was approved by the Commissioners.)

2017-18 Lincoln County Budget Update

County Manager Kelly Atkins presented his 2017-18 recommended budget to the County Commissioners at their May 15, 2017 meeting. The Manager's recommended operating budget of \$203,742 for the College was an increase from the \$170,000 funded last year, but short of the \$223,968 requested. The Manager's recommended capital budget was for no change year to year, with funding of \$30,000.

The Lincoln County Board of Commissioners adopted the Manager's recommended budget at the June 5, 2017 meeting.

	2017-18 Budget <u>Requested</u>	2017-18 Budget Manager's <u>Recommended</u>	2017-18 Budget <u>Final Approved</u>
Operating	\$223,968	\$203,742	\$203,742
Capital	50,000	30,000	30,000

3. Supplemental State Budget Allocation

Supplemental State Budget Allocation received after the FY 2016-17 State Budget was finalized. This item was presented for the Board's review and information.

#6	Customized Training	\$ 17,210
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4. Financial Reports

A summary of expenditures for May 2017 year-to-date for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year was presented for the Board's review and information. No action was necessary.

H. REPORT FROM NCACCT

Mr. Vinson relayed that the Senate has designated Senate Bill 420, which is related to trustee governance and the power of local boards of trustees, as one of their top priority bills. The NCACCT continues their work to gather enough representatives to defeat this bill on the House floor or change Senate Bill 420 to wording more favorable for local boards of trustees. Local boards do not want the State to have power to take over a local board if there are issues; they would rather a task force be formed between local residents and the State Board in the case of needed intervention. Another issue concerning Senate Bill 420 is that trustee training would be transferred from the NCACCT to the System Office. This has been vigorously opposed by the NCACCT and is currently not in the House Bill or Conference Bills but may still come back to the Senate floor. Mr. Vinson encouraged all the trustees to call our representatives to put pressure on them to defeat Senate Bill 420. Additionally, it is hoped that House Bill 12, regarding Board of Trustees' appointments by the Governor, does not make it out of the Senate's Rules Committee. Mr. Vinson will keep the Board apprised of any changes, or passing of the bills mentioned above.

I. CHAIRMAN'S REPORT

1. Appointment of Nominating Committee for 2017-18 Board Officers

Vice Chair Ragan relayed to the Board that Mr. James Smith would Chair the Nominating Committee for 2017-18 Board Officers. Mr. Brad Overcash and Sheriff Alan Cloninger will participate as members of the Committee. The Committee will bring forth a proposed slate of officers at the August 28, 2017, Board of Trustees meeting. Vice Chair Ragan thanked the Committee for agreeing to serve in this capacity.

2. Status of Board Appointees

Mr. Keeter's term will expire on June 30, 2017; however, he will remain on the Board until a successor is named by the Governor. Ms. Robinson's term will expire on June 30, 2017; her replacement will be named by the Gaston County Board of Education. Mr. Vinson's term is ending; however, the College has sent a letter to the Gaston County Commissioners asking that he be considered for reappointment for another four-year term.

3. 2017-18 Board of Trustees Meeting Schedule

The Board of Trustees Meeting Schedule was distributed at the Board Meeting. Vice Chair Ragan pointed out that two dates were currently set aside for the Board of Trustees Retreat, February 9 and February 16, 2018. He requested that if any of the trustees had

a preference for either of those dates, they contact Ms. Dillon to let her know. Depending on those responses, a date will be set for the retreat.

4. Report on Ad Hoc Committee on Advocacy Survey

Mr. Keeter relayed that he had sent a thank you note to the Lincoln County Board of Commissioners for their recent adoption of the Lincoln County Budget which gave the College a much needed increase. Sheriff Cloninger will thank the Commissioners in person at the next Lincoln County Board of Commissioners meeting.

Mr. Keeter had also sent an email to the Gaston County Board of Commissioners asking that a \$137,000 budget amendment be allocated to Gaston College's County Budget at their next meeting to fund salary and benefit increases for County funded Gaston College employees. Dr. Skinner and other College administrators are scheduled to attend the upcoming Gaston County Board of Commissioners meeting to lend their support in requesting the additional funding; trustees were also encouraged to attend.

Mr. Brad Overcash will take over as Chair of the Ad Hoc Committee on Advocacy when Mr. Keeter's term has ended. It is hoped that Trustee Liaison appointments will be set by the end of the summer.

J. ANNOUNCEMENTS

Vice Chair Ragan invited the Board to review the list of upcoming meetings and events.

Information for the August NCACCT Leadership Seminar will be sent out soon and trustees were encouraged to attend. The theme for this year's Leadership Seminar is apprenticeships, and Gaston College will be providing a presentation at the meeting.

K. AJOURNMENT

There being no further business to come before the Board, Vice Chair Ragan entertained a motion by Mr. Smith, seconded by Judge Collins, to adjourn the meeting. The motion carried.

Vice Chair Ragan declared the meeting adjourned at 5:16 p.m.

Respectfully submitted,

Stephen D. Campbell, Secretary

Dr. Jim Ragan, Vice Chair

**Mary Ellen Dillon, Recording Secretary
(College Seal)**