

**Minutes of the  
Gaston College  
Board of Trustees Meeting  
Myers Center Board Room  
September 18, 2017**

**Members Present:** Mr. Stephen Campbell, Secretary  
Sheriff Alan Cloninger  
Mr. John Dancoff  
Ms. Jennifer Davis  
Mr. Ron Hovis  
Mr. Brad Overcash  
Dr. Jim Ragan, Vice Chair  
Dr. Jim Watson, Chair  
Ms. Rachel Bellflowers, SGA President

Dr. Patricia Skinner, President

**Members Absent:** Judge Craig Collins  
Mr. Tracy Philbeck  
Ms. Suzanne Riley  
Mr. James Smith  
Ms. Natalie Tindol  
Mr. Randy Vinson

**Others Present:** Ms. Allison Abernathy, Ms. Julia Allen, Mr. Todd Baney, Ms. Sherri Chavis, Dr. Dewey Dellinger, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Michele Domenech, Ms. Diana Dymek, Ms. Lynda Ellington, Mr. Rocky Goins, Ms. Renita Johnson, Dr. Joe Keith, Ms. Kimberly Lancaster, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain; and Mr. Carl Stewart, College Attorney.

- **Chair Watson called the meeting to order at 4:00 p.m. and declared a quorum present.**
- **Invocation – Mr. Hovis**
- **Ethics Awareness and Conflict of Interest Reminder**

Chair Watson 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 Watson asked if there were any changes, additions, or corrections to the agenda. None were identified. Sheriff Cloninger moved to approve the agenda; Mr. Campbell seconded the motion. The motion carried.

**B. APPROVAL OF THE MINUTES FROM THE AUGUST 28, 2017, BOARD OF TRUSTEES MEETING.**

Chair Watson presented the Minutes of the August 28, 2017, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Mr. Dancoff moved to approve the August 28, 2017, minutes; Mr. Hovis seconded the motion. The motion carried.

**C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS**

**1. Welcome/Introduction of New Employees**

Dr. Skinner welcomed Ms. Sherri Chavis, Staff Senate President; Ms. Michele Domenech, Faculty Senate President; and Ms. Diana Dymek, a visiting doctoral student from Wingate University to the meeting.

Dr. Dellinger Introduced:

Dr. Allison Abernathy, Dean-Health and Human Services

Dr. McElhoe Introduced:

Ms. Kimberly Lancaster, Occupational and Continuing Education Specialist

**2. Health and Human Services (HHS)**

Dr. Allison Abernathy, Dean of Health and Human Services, provided an update on the current certificate, diploma, and associate degree programs that are part of the Health and Human Services division. She elaborated on the partnerships the HHS division shares with the CaroMont Regional Health Center and other clinical sites; the recent visit CaroMont Regional Health Center CEO, Mr. Chris Peek, made to the College; the state-of-the-art facilities on the Dallas, Lincoln, and Kimbrell campuses housing the HHS programs; the many State and/or National Accreditations and awards the division has voluntarily achieved; the many awards and recognitions the faculty has received; and stated the reason her entire staff does what it does can be found directly in the College's Mission Statement. This mantra is stated at the beginning of each of the HHS Nursing Leadership meetings.

Statistics related to graduation rates, program outcomes, licensure pass rates, and departmental highlights were shared. She concluded with stories from several alumni about why they are *GC Proud!*

Drs. Watson and Skinner thanked Dr. Abernathy for her leadership in the HHS division and for sharing information about the great opportunities available for students.

A copy of the PowerPoint presentation will be maintained with the minutes.

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

Following is a summary of Dr. Skinner's activities and travel since the August 28, 2017, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Fifth-Year Interim Report and Compliance Certification - On September 1, 2017, Gaston College submitted its Fifth-Year Interim Report to SACSCOC. The Accreditation team included: Dr. Dewey Dellinger; Dr. Silvia Patricia Rios Husain; Dr. Audrey Sherrill; Ms. Tonia Broome; Ms. Karen Duncan; Mr. Everett Jeter; Ms. Jennifer Nichols; Ms. Dee Hudson; and Mr. John Erickson.

Gaston Early College High School De-Brief for 2016-17 - This year's Gaston Early College High School De-Brief meeting was held on September 11 and included an overview of the year and updates for 2017-18 from Gaston College and Gaston County Schools.

Manufacturing Week, October 2 – 6, 2017 - The Gaston County Economic Development Commission will hold Gaston County's Manufacturing Week, October 2 – 6, which coincides with National Manufacturing Day on October 6, 2017. On that day, the Gaston College Textile Technology Center will hold an Open House for area high school students to learn about the evolution of the textile industry.

North Carolina Community College System Strategic Plan Meeting - The North Carolina Community College System has continued its work to develop its Strategic Plan for 2018-22. Dr. Skinner and Dr. McElhoe serve as members of the *Clear and Supported Pathways for Student Progression and Completion* team.

North Carolina Association of Community College Presidents (NCACCP) Monthly Meeting - The NCACCP met on September 13, 2017, in Raleigh for their monthly meeting. The Presidents brought forward potential legislative budget priorities for the new year based on specific points within the Strategic Plan which include:

1. Offer relevant, high-quality programs that are in demand by the current labor market
2. Provide timely and accurate career exploration and planning opportunities
3. Provide integrated, targeted support services
4. Increase completion of credentials and successful transition to careers and/or further education

The Draft budget priorities include:

1. \$15.3 million to increase funding for workforce completion and capacity, in an effort to close the skills gap. This would help increase industry credentials.
2. Funding for the ERP (Enterprise Resource Planning) which is a project to replace the current computer platform for all 58 NC community colleges and the NCCCS. This amount would be for \$15 million in recurring funding in the budget.
3. Additional equipment funding for bond projects. The NCACCP is asking for a \$22 million reserve to help with the bond projects over several years, which could be a one-time allocation.
4. Change in full-time student status from 16 hours to 12 hours which would give community college students parity with universities.

Discussion on these budget priorities will continue, and Dr. Skinner will keep the Board apprised as changes/updates occur.

Dedication Dinner and Ribbon Cutting for the Center for Advanced Manufacturing (CAM)  
On September 14, 2017, the Center for Advanced Manufacturing building dedication dinner was held at the CAM with State Senator Kathy Harrington; House Representatives Torbett, Bumgardner and Hastings; Gaston and Lincoln counties' elected officials; several of Gaston College's Board of Trustees and Foundation Board of Directors; the College's Executive Administration; and faculty and staff in attendance. Dr. Skinner relayed her gratitude to all involved with creation of the Center and how the education now available at the Center will provide many manufacturing training opportunities for the citizens of our communities. On September 15, a grand Ribbon Cutting ceremony was held with approximately 150 in attendance. At that event, Dr. Skinner, again, thanked everyone involved with the project from inception to completion.

At the Board of Trustees Meeting, Dr. Skinner thanked the trustees for their support of the CAM project and on a more local level, she extended thanks individually to the College's Executive Council, and the faculty and staff for their contributions to the project. Planning for the facility had started with research to establish the needs of the community, moved to grant work to obtain funding for the project, proceeded with tracking of the funds through design and construction, progressed to the purchasing of the necessary furniture and equipment, shifted to establishing education pathways for students to master the equipment, and had culminated in two wonderful events to celebrate the grand opening of the CAM. She noted that it had taken an entire College collaboration to bring this project to a masterful completion. Dr. Skinner expressed her gratitude for all the work done and her confidence in the fact that this project will benefit the citizens of our communities well into the future. A copy of the Dedication Dinner and Ribbon Cutting programs were distributed to the trustees.

Dr. Watson thanked Dr. Skinner for her leadership with this project and also thanked her team for all the planning and effort it took to realize the buildings' completion.

## E. SGA PRESIDENT'S REPORT

Ms. Bellflowers gave the following update on SGA activities since August 28, 2017. The report in its entirety is filed with the minutes.

Student Success Expo - SGA partnered with the Student Success Committee for the Student Success Expo on September 6, 2017, to foster the knowledge of both new and returning students about the resources available at Gaston College to help them be successful.

SGA Welcome Back – Evening Students - SGA's final Welcome Back event for the fall semester occurred on September 6, 2017. SGA provided pizza and popcorn to welcome evening students to the fall semester.

Gastonia Walk to End Alzheimer's - On September 9, 2017, several SGA members attended the Gastonia Walk to End Alzheimer's, hosted by the Alzheimer's Association.

Patriot Day - On September 11, 2017, the SGA held a Patriot Day event in remembrance of 9/11. To commemorate the courage and sacrifice of our first responders, students made Thank You Cards to show their appreciation. The Thank You Cards will be delivered to Gaston College Campus Police, Gaston County EMS, Gastonia Police Department, and Gastonia Fire Department.

## F. CAMPUS AFFAIRS

### 1. Policy 4-6 Admissions Residency and Classification (Student Affairs Policy)

This policy is revised to comply with Session Law 2013 – 360, Coordinated Residency Determination (RDS) process, which directs the University of North Carolina, the North Carolina Community College System, the North Carolina State Education Assistance Authority, and the North Carolina Independent Colleges and Universities to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid.

**Upon a recommendation from the Campus Affairs Committee, Dr. Ragan moved that the Gaston College Board of Trustees approve Policy 4-6 Admissions Residency and Classification as presented; Mr. Campbell seconded the motion. The motion carried.**

### 2. Policy 4-48 Drug-Free Campus-Student (Student Affairs Policy)

This is a new Student Affairs policy that is modeled after the employee policy for a drug-free campus. The policy includes:

- a) Potential risks of drug use and examples of potential health-related issues.
- b) The expectation that students arrive to campus free from the adverse effects of drugs and/or alcohol, including potential sanctions for violating this expectation.

- c) Prohibitions and warnings against the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol by students.
- d) A statement that the College encourages and supports treatment for drug-and/or alcohol- related issues and provides resources to assist.
- e) A statement that the College encourages and supports treatment for drug- and/or alcohol- related issues by providing campus programming, short-term personal counseling, and referrals to community resources.
- f) A statement that some Health and Human Services programs require students to submit documentation of non-academic criteria such as urine drug testing for program admissions requirements.
- g) A statement that the College follows Title IV Federal Financial Aid regulations as they relate to this policy, including in the procedures that students who receive a drug conviction are subject to losing eligibility for financial aid per the Federal regulations.
- h) A reference from Policy 3-125, Sexual and Other Unlawful Harassment or Misconduct, that while the College does not condone violations of its Drug-Free Campus Policy, it will generally extend immunity for alcohol or substance abuse violations as part of reporting instances of sexual misconduct.

**Upon a recommendation from the Campus Affairs Committee, Dr. Ragan moved that the Gaston College Board of Trustees approve Policy 4-48 Drug-Free Campus – Student as presented; Mr. Dancoff seconded the motion. The motion carried.**

### **3. Policy 3-91 Shared Leave**

- a) Per Section 36.19 of the 2016-17 State Aid Allocations and Budget, the NC General Assembly authorized the State Board of Community Colleges to adopt rules consistent with the Office of State Human Resources to allow any employee at a community college to share leave voluntarily with a nonfamily member who is an employee of a community college.
- b) In April 2017, the State Board issued the rules to be used for updating local shared leave policies. The rules were prescriptive in nature, but several questions needed to be answered before the College's policy was revised.
- c) Pursuant to General Statute 115D-25.3, and in accordance with the State Board's rules for shared leave per 1C SBCCC 200.94, the revised policy is attached.
- d) In addition to the State Board's rules, two statements were maintained from the College's current shared leave policy, which is permissible per the State Board. The two statements are as follows: *1) The College's Human Resources Department is solely responsible for notifying the College community of an employee's request for Shared Leave and for processing "donations" of Shared Leave, and 2) As applicable, Shared Leave counts toward time covered by the Family and Medical Leave Act (FMLA).*

**Upon a recommendation from the Campus Affairs Committee, Dr. Ragan moved that the Gaston College Board of Trustees approve Policy 3-91 Shared Leave as presented; Mr. Hovis seconded the motion. The motion carried.**

## **G. FACILITIES**

### **1. Presentation of Veterinary Technology Facility Exterior Elevation**

The Board of Trustees awarded Stewart Cooper Newell Architects the Veterinary Technology Facility design on September 26, 2016.

Stewart Newell Cooper Architects presented Exterior Elevation concepts to the Facilities Committee on September 11. A selection was made by the Committee, and that selection was presented to the Board of Trustees for approval. This Exterior Elevation will be used in design development drawings to be submitted to State Construction. The selection of the exterior elevation will not add cost to the project budget.

Stewart Cooper Newell Architects also reviewed findings from site borings with a recommended action plan. Correction of unsuitable soil conditions may add approximately \$100,000 to the project cost. An additional concern was noted that due to the aftermath of the two recent hurricanes a cost increase for materials of 25-30% may occur, and a reconsideration of the budget and/or footprint of the building may be necessary.

**Upon the recommendation of the Facilities Committee, Mr. Dancoff moved that the Gaston College Board of Trustees approve the Exterior Elevation selected for the Veterinary Technology Facility. The motion carried.**

### **2. Review of the RESTC Burn Building at Gaston College**

During the August 21, 2017, Facilities Committee meeting, Sheriff Alan Cloninger inquired about the age and structural integrity of the Burn Building and the protocol related to external structural engineering inspections. The Burn Building is an approximately 20,500 square foot multi-story structure that was constructed in 1991. The Residential Burn Building is a single story 1,500 square foot structure constructed in 2004.

Structural inspections are completed within a five-year time frame, as recommended by the National Fire Protection Association. The most recent inspection was in 2014. Maintenance items noted in the inspection are corrected after each inspection. The resolution of inspection findings and maintenance of facility and inspection records are the responsibility of the Program Director. The structural engineer's report from the August 20, 2014, inspection concluded: Regarding the Residential Burn Building, "The interior of the building appears to be holding up well and shows little sign of wear and tear." Regarding both the Residential Burn Building and the Burn Building: "In general, both buildings continue to perform well and can be expected to continue to do so."

Mr. Dancoff commented during the Facilities Committee Meeting that Mr. Crisp brought up possibly adding to the burn facilities in the future. Mr. Dancoff wondered if this should

be considered for conversation at the Board of Trustees Retreat. Chair Watson responded that the RESTC Burn Building report assessment was exactly as it should be at this time. However, Chair Watson did agree that the Facilities Master Plan was a fluid document and a discussion about the priorities within that plan could be part of the Board of Trustees Retreat.

He reminded trustees that there are many facilities priorities that were identified in the recent Facilities Master Plan that have been under consideration for several years. He relayed to the Board that at the recent dedication of the Center for Advanced Manufacturing a few legislators had asked him, "Well, what do you need next?" It may be very timely to revisit the Facilities Master Plan to refresh everyone's memory as to what and why certain priorities were established two years ago and determine if any revisions should be included.

This item was presented for information only; no action was required.

### **3. Capital Reports**

Capital reports on the Veterinary Technology Facility and the Dalpiaz Elevator were submitted for the Board's information and review. No action was required.

#### Veterinary Technology Facility

The Architect is in the design development stage and is developing rendering concepts for review with college personnel. The Exterior Elevation portion of the design was selected by the Facilities Committee and presented to the Board of Trustees at this meeting.

#### Dalpiaz Elevator

Pinnix Construction was the low bidder for the project, with the lowest base bid of \$397,900 and \$31,700 in alternates for a total of \$429,250. Relocation of existing fiber optics cable was completed the week of August 8. Excavation of the pit is complete and footings have been poured. The elevator order has been placed.

## **H. FINANCE**

### **1. FY 2017-2018 State Budget**

Ms. Cynthia McCrory provided the Board with the background, highlights and recommendations for the FY 2017-2018 State Operating Budget. The FY 2017-2018 State Operating Budget totals \$31,255,213. Finance Committee Chair, Mr. Campbell, stated that a comprehensive discussion of the budget had taken place in the Finance Committee so he would not recap all the details. However, trustees were encouraged to ask questions if they had a concern.

**Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2017-2018 State Operating Budget as presented. The motion carried.**



## 2. State Budget Shortfall Analysis

Ms. Cynthia McCrory provided a State Budget shortfall analysis for the FY 2017-2018 State Budget. This was provided for information only; no action was required.

## 3. FY 2017-2018 Base Salary and Hourly Rate Increases, Bonus Days, and Educational Advancement

Mr. Campbell reviewed with the Board the following items:

### Salary and Pay Rate Increases

For fiscal year 2017-18, the NC legislature appropriated recurring funds equivalent to the cost of providing an across-the-board increase of \$1,000 for all community college employees. Additionally, the legislature appropriated \$10 million in recurring funds to support salary increases for community college employees. Total funding allocated to Gaston College for salary increases for state-funded positions is \$581,823. Gaston and Lincoln counties also appropriated funds for salary increases for county-funded employees. Special funds are also available to support increases for positions funded from those sources.

Based on the state and county appropriations, including funds available for special-funded positions, salary increases for 2017-18 are recommended as follows:

### Full-time regular, part-time regular and full-time temporary employees

\$1,000 or 3% increase to base salary, whichever is greater, for full-time regular, part-time regular and full-time temporary employees who were employed on or before July 1, 2017, and who remain employed as of October 1, 2017, retro-effective to July 1, 2017, excluding Bionetwork employees employed through Gaston College whose compensation plan is centrally administered through the NCCCS System Office.

### Part-time curriculum instruction hourly rates

The current rates for Master's, Education Specialist, and Doctorate degrees must be increased to comply with new State minimum rates for those credentials, retro-effective for fall 2017. The current and recommended new rates are summarized in the table below. In addition to the increases to the current rates, a new rate for Master's and Educational Specialist is established to remain competitive in attracting part-time instructors with these credentials.

| Part-time Curriculum Instruction Rates   |         |      |
|--|---------|------|
| Credential                               | Current | New  |
| Diploma, Associate/Equivalent, Bachelors | \$30    | \$31 |
| Master's, Education Specialist           | \$30    | \$32 |
| Doctorate                                | \$32    | \$33 |

### **Part-time staff rates**

A 3% rate increase for all currently employed part-time staff employees, excluding student part-time workers, retro-effective to September 1, 2017, was proposed. The College employs various part-time staff positions on a regular basis and many of these positions are an established and regular part of the day-to-day operations of the College. Part-time hourly pay rates are administered by the President according to an established rate structure. Part-time salary rates will be reviewed and adjusted as deemed necessary for retention and market competitiveness.

### **Educational Advancement**

A 4% increase to base salary for those employees who attained an advanced degree between July 1, 2016 and June 30, 2017, retro-effective to July 1, 2017, was proposed.

### **Special Annual Leave Bonus**

Effective July 1, 2017, the NC General Assembly awarded three bonus days for full-time, regular (State-funded) employees who were employed on July 1, 2017, and eligible to earn annual leave. The three bonus days may be carried forward, but are not eligible to be paid out if not used prior to separation or retirement. Part-time regular positions will receive a pro-rata amount of the three days.

It is recommended that three bonus days be awarded to full-time temporary (State-funded); full-time regular (County-funded); and full-time regular (Special-funded) employees who were employed on July 1, 2017, and who are eligible to earn annual leave. The three bonus days may be carried forward, but are not eligible to be paid out if not used prior to separation or retirement. Part-time regular positions will receive a pro-rata amount of the three days.

The chart below reflects the funding sources for the increases.

|   | <b>Funding Sources</b> |               |                |
|---|------------------------|---------------|----------------|
|   | <b>State</b>           | <b>County</b> | <b>Special</b> |
| Salary and Pay Rate Increases (Recurring) | \$587,747              | \$59,261      | \$55,836       |
| Advanced Degree Increase (Recurring)      | \$8,594                | \$0           | \$0            |

**Upon a recommendation from the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the following actions related to salary increases:**

- **Full-time regular, part-time regular, and full-time temporary employees, who were employed on or before July 1, 2017, and remain employed as of October 1, 2017, be awarded a \$1,000 or 3% increase to base salary, whichever is greater, retro-effective to July 1, 2017, excluding Bionetwork employees employed through Gaston College whose compensation plan is centrally administered through the NCCCS System Office; and that,**

- **Part-time curriculum instruction rates be increased so that Diploma, Associate/Equivalent, and Bachelor's credentials earn \$31 per hour; Master's and Education Specialist credentials earn \$32 per hour; and Doctorate credentials earn \$33 per hour, retro-effective for fall 2017; and that,**
- **A 3% salary increase be awarded to existing part-time staff employees, excluding part-time student workers, retro-effective to September 1, 2017, and that,**
- **An Educational Advancement increase of 4% be awarded to the base salary of those eligible employees who earned an advanced degree between July 1, 2016 and June 30, 2017, retro-effective to July 1, 2017; and that,**
- **Three bonus days be awarded to full-time temporary (State-funded); full-time regular (County-funded); and full-time regular (Special-funded) employees who were employed on July 1, 2017, and who are eligible to earn annual leave, and a pro-rata share of the three bonus days be awarded to part-time regular employees. These bonus days will carry the same conditions set-forth by the legislature in awarding the three bonus days to full-time regular (State-funded) employees: the three bonus days may be carried forward, are not eligible to be paid out if not used prior to separation or retirement, and part-time regular positions receive a pro-rata share of the three days.**

**The motion carried.**

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

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."

**REVIEW**

EAGLE program activities touch a number of areas within the College, including Accounting, Purchasing, Human Resources, and Financial Aid. This year's testing included all high risk financial accounts, plus 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.

This item was presented for information only; no action was required.

## **5. Compliance Review (2015-2016)**

The final report for the Compliance Review (formerly known as Education Program Audit) conducted during the fiscal year 2016-2017 was issued on June 22, 2017. The Compliance Review evaluates Institution Class Reports, programs, policies, and procedures. The college received a clean report as no material findings were noted for the 2015-2016 reporting period. One item was identified as a coaching opportunity; college staff is addressing the issue. The Board reviewed several documents concerning the Compliance Review for information; no action was required.

## **6. Supplemental State Budget Allocation**

The Board reviewed the Supplemental State Budget Allocation received after the FY 2017-18 State Budget was finalized.

|    |                         |               |
|----|-------------------------|---------------|
| #1 | Basic Skills            | \$ 160,196    |
|    | Customized Training     | 48,667        |
|    | BioNetwork              | 865,000       |
|    | Minority Male Mentoring | <u>17,234</u> |
|    | Total                   | \$1,091,097   |

## **7. Financial Reports**

A summary of expenditures for FY 2017-2018 through August 2017 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.

### **I. REPORT FROM NCACCT**

No Report

### **J. CHAIRMAN'S REPORT**

#### **1. 2017-2018 Board of Trustees Committees**

Chair Watson distributed the 2017-18 Board of Trustees Committees list for information. He thanked everyone for the quick responses to the survey and relayed that if any trustee had a concern about his/her committee assignment to give him a call. He had tried to give everyone their first or second committee preference.

#### **2. 2017-2018 Board of Trustees Contact List**

Chair Watson distributed the 2017-2018 Board of Trustees Contact List. He asked each trustee to review his/her information and to let Ms. Dillon know of any information that needed to be updated.

### **3. Dedication and Ribbon Cutting for the Center for Advanced Manufacturing**

Chair Watson relayed that the Center for Advanced Manufacturing (CAM) events held September 14-15, 2017, (the Dedication and Ribbon Cutting) were wonderful times of celebration for the College. Many political, community, and educational leaders were part of the program for each of the events and shared in the opening of the facility. Chair Watson extended his accolades to the faculty and staff for their work all through the building process and relayed how educational manufacturing opportunities available through training in the CAM facility would be a tremendous asset to the citizens of Gaston and Lincoln counties and reap many economic benefits.

### **K. ANNOUNCEMENTS**

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

### **L. EXECUTIVE SESSION**

**In accordance with provisions of GS 143-318.11.(a)(5), Dr. Ragan moved, seconded by Mr. Hovis, that the Board go into closed session to discuss the President's employment contract.**

**Ms. Davis moved, seconded by Dr. Ragan that the Board resume the open session to discuss the president's contract.**

Returning to open session, the following motion was made:

**Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees:**

- Approve a 3% permanent salary increase for the President (same as that provided to all permanent full-time employees), resulting in a new base salary of \$246,275, to be funded by the President's authorized state salary of \$157,657 with the balance from local contributions; and**
- Increase the allocation of local contribution amounts to \$59,082 and \$29,536 by Gaston and Lincoln counties, respectively, for the President's salary; and**
- Extend President Skinner's employment contract for the period commencing July 1, 2017, for a two-year period incorporating the compensation terms noted above.**

**The motion carried.**

Chair Watson recognized Ms. Davis from the floor. Ms. Davis relayed how much she appreciated Dr. Skinner's work and that of her team. She extended a personal thank you to

Dr. Skinner for the leadership she provides and commended her team for the can-do attitude they consistently demonstrate.

Chair Watson concurred with Ms. Davis' comments as evidenced by the presentation of Dr. Abernathy earlier in the meeting which brought forward several examples of excellence occurring in the Health and Human Services division. It takes a team, but a team needs a leader. Chair Watson added his appreciation for Dr. Skinner's leadership and looked forward to working with her for the next two years. He concluded by asking for a round of applause for Dr. Skinner.

#### **M. AJOURNMENT**

**Chair Watson entertained a motion by Mr. Hovis to adjourn the meeting; Ms. Davis seconded the motion. The motion carried.**

There being no further business to come before the Board, the meeting was adjourned at 5:45 p.m.

**Respectfully submitted,**

**Stephen D. Campbell, Secretary**

**Dr. Jim Watson, Chair**

**Mary Ellen Dillon, Recording Secretary**

**(College Seal)**



**Gaston College**  
Opportunities For Life

*Gaston College  
Health & Human Services  
Division*

*Board of Trustees Meeting  
September 2017*

# Gaston College

## Mission Statement

Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and lifelong learning through high-quality, flexible, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.



# Health & Human Services (HHS) Division



**Gaston College**  
Opportunities For Life

Gaston College's Health and Human Services programs seek to provide students an opportunity for a high-quality, hands-on, education and learning experience to earn a certificate, diploma and/or an Associate Degree in one or more of the following fields of study:

## **Certificate**

Cosmetology  
Dietary Manager  
Early Childhood Education  
Esthetics  
Health & Wellness Coach  
Human Services (Counseling)  
Nurse Aide (CNA)  
Phlebotomy  
Massage Practitioner

## **Diploma**

Cosmetology  
Early Childhood Education  
Nurse Aide (CNA)  
Practical Nursing  
Therapeutic Massage

## **Associate Degree**

Cosmetology  
DET Tech  
Early Childhood Education  
Health & Fitness Science  
Human Services (Counseling)  
Medical Assisting  
Registered Nursing (RN)  
LPN-RN  
Veterinary Medical Technology



# Accreditation

Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate degrees. In addition to SACS-COC, various Health and Human Services programs maintain State and/or National Accreditation and awards including:

- Licensed by the North Carolina Board of Cosmetic Art Examiners
- Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- Association of Nutrition & Foodservice Professional (ANFP)
- National Association for the Education of Young Children (NAEYC)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Accreditation Commission for Education in Nursing (ACEN)
- American Veterinary Medical Association (AVMA)
- Committee on Veterinary Technician Education and Activities (CVTEA)





# Educational Philosophy

Gaston College faculty and staff are caring, enthusiastic, and dedicated to student success. True to the College's mission and values, our award-winning faculty and staff understand that instructional leadership and support require dedication to our Educational Philosophy which says:

*Gaston College students, faculty, and staff share a committed responsibility to nurture a mentoring, collaborative, and diverse culture of skilled lifelong learners who are empowered to succeed in a constantly changing world. Self-growth and empowerment are realized through many innovative processes, including an effective balance of assessment and evaluation. Empowered people set and achieve high standards of quality, create challenges for themselves and others, and support an active learner-centered environment offering real-life educational experiences.*



# Awards & Recognitions

- ❖ Three Associate Degree Nursing (ADN) faculty members, including the acting Dean, are recognized as ***North Carolina Great 100 Nurses***
- ❖ One nursing faculty member has a Doctorate of Nursing Practice (DNP) and another is in the process of earning a DNP.
- ❖ The Practical Nursing Program is ranked #13 out of 39 in the state of NC.  
<http://www.practicalnursing.org/lpn-programs/north-carolina>
- ❖ The Dietetic Program is ranked #2 for Online Nutrition Degrees  
[www.affordablecollegesonline.org/degrees/nutrition-programs/#best-college-ranking](http://www.affordablecollegesonline.org/degrees/nutrition-programs/#best-college-ranking)
- ❖ The Veterinary Technology Program is ranked 14 out of 50 as one of the top programs in the U.S. [www.thebestcolleges.org/top-vet-tech-schools](http://www.thebestcolleges.org/top-vet-tech-schools)
- ❖ The Cosmetology Program has been ranked #24 in the top 50 Cosmetology and Beauty Schools. [www.thebestcolleges.org/top-beauty-cosmetology-schools](http://www.thebestcolleges.org/top-beauty-cosmetology-schools)



# HHS Faculty & Staff Who Are GC Alumni

- Medical Assisting = 6
- Associate Degree Nursing = 9
- VET = 1
- Dietetic Tech = 1
- Administrative /Support Staff = 3

Total = 20



# Facilities



**Gaston College**  
Opportunities For Life

## **David Belk Cannon Health Education Institute**

The David Belk Cannon Health Education Institute (Dallas Campus) opened in 2009 and features 12 state-of-the-art classrooms, laboratories, shower and locker facilities, exercise areas, conference rooms, an auditorium, and office space. The building houses various Health and Human Services programs including Associate in Nursing, Nursing Assistant, Dietetic Technician, Health Promotion and Wellness, LPN to RN Program, Medical Assistant and Therapeutic Massage.

## **Cosmetology**

Located on Gaston College's Lincoln Campus, the Cosmetology program is supported by state-of-the-art facilities as part of renovations and the opening of new facilities in 2012.

## **Veterinary Technology**

The College is currently in the planning stages to construct a new Veterinary Technology building on its Dallas Campus. The new facility is scheduled to be open in 2019.

# HHS Student Success

| Health & Human Services Division 2017 Graduates |            |                  |                       |
|---|------------|------------------|-----------------------|
| Program   | Graduates  | Honor Recipients | High Honor Recipients |
| Associate Degree Nursing                        | 72         | 7                | 0                     |
| Practical Nursing                               | 52         | 1                | 0                     |
| EDU   | 25         | 4                | 5                     |
| Cosmetology                                     | 23         | 10               | 2                     |
| Veterinary Technology                           | 21         | 4                | 6                     |
| Medical Assisting                               | 19         | 5                | 3                     |
| Human Services                                  | 15         | 3                | 0                     |
| Health & Fitness Science                        | 8          | 2                | 3                     |
| Dietetic  | 5          | 0                | 1                     |
| Therapeutic Massage                             | 5          | 0                | 0                     |
| <b>Total</b>                                    | <b>245</b> | <b>36</b>        | <b>20</b>             |



# Nursing Department:

|   |   |
|---|---|
| Practical Nursing                                 | Graduates are eligible to apply and take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long-term care/home health facilities, clinics, and physicians' offices.   |
| LPN to RN   | The LPN to RN curriculum is an accelerated hybrid option to prepare students to take the NCLEX-RN exam.   |
| Traditional ADN (RN)                              | The traditional Associate Degree Nursing Program curriculum provides students with a framework to become an integral part of a healthcare team and prepares them to take the NCLEX-RN exam.   |
| RIBN (Regionally Increasing Baccalaureate Nurses) | The RIBN is a 4-year nursing option where students are dually enrolled at Gaston College and UNC Charlotte, Lenoir Rhyne, or UNCC.  |
| RN-BSN  | <p>The RN-BSN is an option supported by a formal agreement between Gaston College and UNC Greensboro to offer a seated, evening, cohort, (one day per week) on Gaston College's campus for up to 25 students.</p> <p><u>*Currently 30 students enrolled: 15 are CaroMont nurses; 18 are former GC graduates; and 6 are from a CHS facility.</u></p> |







# Nursing Department Highlights

- The ADN Program is an integral part of the Gaston and Lincoln Communities and has enjoyed a strong partnership with Caromont Regional Medical Center since the program started in 1972.
- The ADN program replaced the nursing program at Gaston Memorial Hospital (currently Caromont Regional Medical Center).
- The ADN program is supported by 11 fully credentialed full-time faculty members. Full-time faculty and staff are complemented by part-time faculty to assist in instruction and in clinical settings. Most of the part-time nursing instructors are “bedside nurses” and are experts in their clinical setting.
- CaroMont Regional Medical Center is the primary clinical site for the College’s ADN and PN program options.
- The LPN-RN option is one of only three offered in North Carolina and is the only program in NC to be accredited by the ACEN (Accreditation Commission for Education in Nursing).
- The PN program is one of only 6 Nationally Accredited PN programs in the state of NC.

# Outstanding Nursing Program Outcomes

| Associate Degree Nursing<br>Performance on Licensure Exam (Includes both Traditional and LPN-RN Options) |                            |                                  |                |
|--|----------------------------|----------------------------------|----------------|
| Year   | 3 Year<br>National Average | 3 Year<br>North Carolina Average | Gaston College |
| 2013   | 83%                        | 79%                              | 94%            |
| 2014   | 83%                        | 79%                              | 95%            |
| 2015   | 83%                        | 79%                              | 93%            |
| 2016   | 83%                        | 79%                              | 100%           |
| 2017   | 83%                        | 79%                              | 97%            |

| Practical Nursing<br>Graduates Performance on Licensure Exam |                            |                                  |                |
|--|----------------------------|----------------------------------|----------------|
| Year   | 3 Year<br>National Average | 3 Year<br>North Carolina Average | Gaston College |
| 2013   | 83%                        | 79%                              | 96%            |
| 2014   | 83%                        | 79%                              | 100%           |
| 2015   | 83%                        | 79%                              | 98%            |
| 2016   | 83%                        | 79%                              | 100%           |
| 2017   | 83%                        | 79%                              |                |

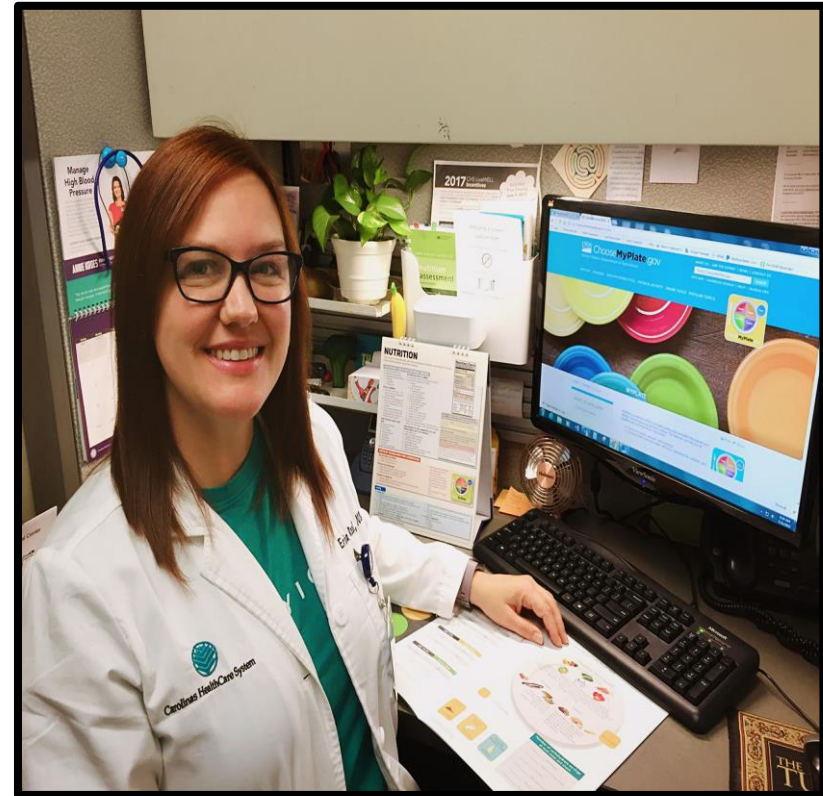
# Licensure Pass Rates

| Program                  | Exam Pass Rate             | Job Placement Rate |
|--------------------------|----------------------------|--------------------|
| Cosmetology              | 89% Theory<br>100% Skills  | 95%                |
| Dietetic Tech            | 100%                       | 100%               |
| Dietary Manager          | 100%                       | 100%               |
| Esthetics                | 98% Theory<br>100% Skills  | 100 %              |
| Health & Wellness Coach  | 100%                       | 90%                |
| Health & Fitness Science | 100%                       | 100%               |
| Human Services           | N/A                        | 100%               |
| Massage Therapy          | 100%                       | 100%               |
| Medical Assisting        | 100%                       | 100%               |
| Nurse Aide               | 98 % Written<br>80% Skills | 100%               |
| Phlebotomy               | N/A                        | 100%               |
| Veterinary Technology    | 93%                        | 100%               |

# GC Proud

I am Gaston College proud because of the GC academic community involvement that surrounded my success as a student and as a professional. The key to being a successful student requires a considerable amount of dedication and perseverance. At times, there are challenges that a student is faced with that cannot always be met without the help and compassion of others. Gaston College was an academic community that provided me with the tools to be a successful student and to become a successful professional in the workplace.

Encouragement could be found from not only my peers and instructors but also from the learning center when passing through to take a test, the writing center when I struggled with writing papers, and knowing the department of financial aid would do all they could to help make sure the academic journey I started could be the academic journey I would complete.

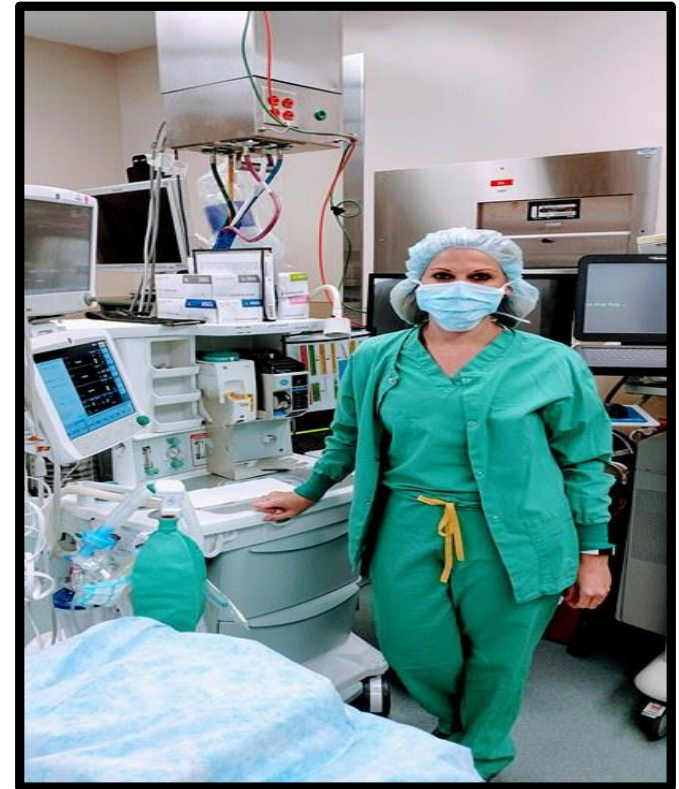


Erica Reel, NDTR, CDM, CFPP

# GC Proud

I am Gaston College proud because I built a foundation for my future at this local institution. I wanted to stay close to home and use the most financially savvy method to achieve my goals. Gaston College was the stepping stone of preparation for my future endeavors, and I am forever thankful for their Nursing program!

The helping hands at Gaston College are in abundance.



Samantha Black  
GC ADN 2009 Graduate  
UNCC/CMC Anesthesia Nurse  
Program 2015

# GC Proud



**Gaston College**  
Opportunities For Life

**Why am I Gaston College proud?** Gaston College helped me build a foundation of knowledge and professionalism that I have carried on for years to come. The two semesters of Co-Op experience that I had working for UNCC, along with the associated degree in health and fitness science, was a huge factor in getting accepted to UNCC's athletic training program. I was already prepared with a base of knowledge in anatomy, physiology, and biomechanics and more which helped me be successful in a CAATE accredited athletic training program. Upon graduating from UNCC, I accepted a graduate assistant athletic training position at the University of North Texas and have been working with the football and volleyball teams. This past summer I worked an incredible 11-week internship with the University of Alabama's football team. I now have 9 months left in my 2-year GA position, and upon graduating from the University of North Texas, I will have a masters in sport and rec management and 2 years of athletic training experience. I will be applying for 2-year internships with the NFL. I personally believe the knowledge and professionalism gained from Gaston college set the foundation for me to build an exciting career on. That is why I am Gaston Proud.





# GC Proud



**Gaston College**  
Opportunities For Life

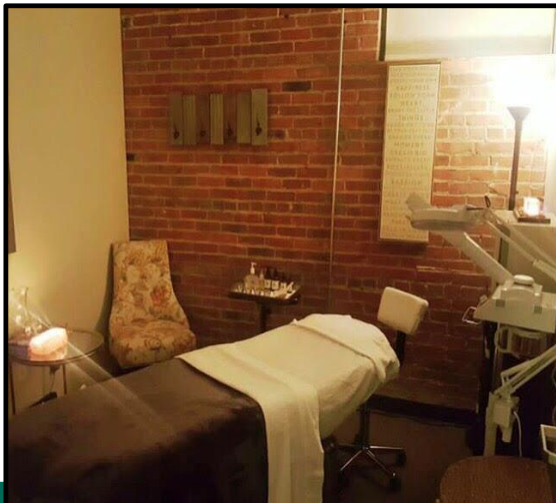
I am a proud 1998 Graduate of Gaston College's Medical Assisting Program. Gaston College provides postsecondary education to our community by preparing students for transfers to 4-year institutions, skills and technical training, and provides noncredit programs ranging from GED completion to life enrichment programs. I am proud to be a graduate of Gaston College because it serves our community and provides educational opportunities to not only the new graduate but also the adult learner. Gaston College educates and trains current and future generations in our community. When I first graduated from high school, I was not ready to venture off to a 4-year institution and was responsible for financing my postsecondary education. Gaston College allowed me to have flexibility to remain in the work force all the while attending classes and was very affordable. Also the smaller class sizes allowed for student/teacher relationships to develop, unlike larger institutions where students are known as a number. The skills and support I received while attending Gaston College are invaluable. Gaston College definitely prepared me to pursue my Bachelors and Masters of Science Degrees in Nursing.



Kelly Harris, MSN, ACNP-BC  
Acute Care Nurse Practitioner  
CaroMont Heart and Vascular

# GC Proud

Airest Dion Newsome, a 2016 graduate of the Gaston College Esthetics program, has opened AirestDion Skin Studio, where her own line of natural skin care products is available.







*Dear Gaston College Board of Trustees,*

*We sincerely thank you for your continued support of all of our Health & Human Services programs at Gaston College. We could not do what we do without your support!*