

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
March 26, 2018**

Members Present: Mr. Stephen Campbell, Secretary
Judge Craig Collins
Mr. John Dancoff
Ms. Jennifer Davis
Mr. Ron Hovis
Mr. Brad Overcash
Dr. Jim Ragan, Vice Chair
Ms. Suzanne Riley
Mr. James Smith
Ms. Natalie Tindol
Mr. Randy Vinson
Dr. Jim Watson, Chair
Ms. Rachel Bellflowers, SGA President

Dr. Patricia Skinner, President

Members Absent: Sheriff Alan Cloninger
Mr. Tracy Philbeck

Others Present: Dr. Allison Abernathy, Ms. Julia Allen, Mr. Todd Baney, Ms. Jennifer Bowen, Ms. Sherri Chavis, Mr. Alan Clippard, Ms. Jasmine Cox, Mr. Josh Crisp, Dr. Dewey Dellinger, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Ms. Ann Elliott, Mr. Rocky Goins, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Mr. Jeremy Railton, Dr. Silvia Patricia Rios Husain, Mr. Don Rusch, Ms. Marlena Thomas, Ms. Felicia Williams, Dr. Heather Woodson, Ms. Kimberly Wyont; and Mr. Carl Stewart, College Attorney.

- **Chair Watson called the meeting to order at 4:01 p.m. and declared a quorum present.**
- **Invocation – Dr. Ragan**
- **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. Mr. Vinson moved to approve the agenda; Ms. Davis seconded the motion. The motion carried.

B. APPROVAL OF THE MINUTES FROM THE NOVEMBER 13, 2017, BOARD OF TRUSTEES MEETING AND THE FEBRUARY 9, 2018, BOARD OF TRUSTEES RETREAT.

Chair Watson presented the Minutes of the November 13, 2017, Board of Trustees Meeting and the February 9, 2018, Board of Trustees Retreat and asked if there were any additions or corrections. No changes were identified.

Mr. Hovis moved to approve the November 13, 2017, minutes and the February 9, 2018, minutes; Mr. Smith 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; Mr. Jeremy Railton, Faculty Senate representative; and Ms. Jasmine Cox, Special Projects Coordinator for the Textile Technology Center, attending the meeting for Mr. Sam Buff.

Dr. Skinner Introduced:

Mr. Don Rusch, Product Development Coordinator, Yarn Formation Lab-Textile Technology Center, Kimbrell Campus

Ms. McCrory Introduced:

Mr. Alan Clippard, Housekeeper/Floor Maintenance

Dr. McElhoe Introduced:

Ms. Jennifer Bowen, Education Navigator-SNAP2Skills, Continuing Education
Ms. Felicia Williams, Specialist-Work Based Learning and Placement

2. Guided Pathways to Success – Dr. Dellinger; Dr. Husain; and Dr. Woodson

Dr. Dellinger, Dr. Husain, and Dr. Woodson provided a presentation on Guided Pathways to Success. Dr. Dellinger explained that student success is the goal of everyone at Gaston College. Yet, the definition of student success will vary from person to person, depending on their specific role and their interaction with students.

Through involvement with Achieving the Dream, Gaston College has created a student-focused culture geared to promoting student success. Working with Completion by Design, the College has been better able to understand the student experience from first connection, to entry, to progress, to completion of a program. Since the philosophy of Gaston College is focused on student success, Dr. Dellinger explained that the natural

evolution is involvement in the new NC Guided Pathways to Success (NC GPS) program. Gaston College is pleased to have been selected as one of 17 NC community colleges to participate in the first cohort for this program. The first cohort will receive two years of targeted support, technical assistance, and professional and organizational development.

Dr. Woodson then provided information on the following four Essential Practices for the NC GPS: 1) clarify paths to student end goals whether the student's end goal is the workplace or to transfer to another institution; 2) help students choose and enter a pathway; 3) help students stay on their path through strong advising processes with an academic plan, monitoring student progress, and intervening when students are off-plan; and 4) ensure that students are learning by strengthening learning outcomes to ensure alignment with industry or the educational institution.

The following goals of the NC GPS were identified by Dr. Husain: 1) assist colleges with GPS implementation; 2) invite colleges to complete GPS Scale of Adoption Self-Assessment; 3) provide NC GPS technical assistance and professional development; and 4) create networked improvement communities across the NCCCS.

Dr. Husain emphasized that the mission of Gaston College is to "...promote student success and access to lifelong learning through high-quality, flexible, affordable, and comprehensive educational programs and services." She then cited several specific examples of ways in which the College's mission is met on a day-to-day basis. Dr. Husain also relayed several examples of student success efforts and/or initiatives at Gaston College. She concluded with the statement that every day faculty and staff, in departments all over the Campus, work to relieve issues and barriers to students completing their program of study. The Guided Pathways to Success program will further the College's current efforts and move Gaston College to an even higher student success level.

A copy of the presentation slides will be kept with the minutes.

D. PRESIDENT'S REPORT

Manufacturing and Career Expo Short Video

A short video had been prepared to feature an upcoming Manufacturing and Career Expo event, which would be held on Thursday, March 29, 2018, at Gaston College. Dr. Skinner shared the video with the Board and asked Dr. Husain to provide additional background information concerning the event.

Dr. Husain relayed that twenty-two middle and high schools from around Gaston County will provide round-trip transportation to bring approximately 800 students to the Manufacturing and Career Expo. Every student will receive a packet that includes information about all of the manufacturing companies present at the Expo. The event is co-sponsored by the partners in the Workforce Solutions Action Team (WSAT) consisting of Gaston County Schools, Gaston College, Gaston Regional Chamber, Gaston County Economic Development Commission, Gaston County Workforce Development Board, Career Climb, NCWorks Career Center, and a number of local businesses in Gaston County. The event is an opportunity to relay to students

information on the various companies and job possibilities/pathways and opportunities available in Gaston County.

President's Report

Following is a summary of Dr. Skinner's activities and travel since the November 13, 2017, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

- Highlights from President's Cabinet Meeting and Reports - On November 28, 2017, the President's Cabinet met for a special discussion in small groups on strategies to improve enrollment. Some other meeting highlights included:
 - A final decision on reaffirmation was issued by the Accrediting Council for Business Schools and Programs (ACBSP) Board of Commissioners in late fall 2017, and the program was re-accredited.
 - The Emergency Medical Science Paramedic Program successfully completed its on-site visit for re-accreditation by The Committee on Accreditation of Educational Programs for Emergency Medical Services Professionals (CoAEMSP).
 - Business and Industry Training Update – There are currently eleven customized training projects with 2,862 employees trained at a total cost of training delivered to-date: \$1,654,030.
- The County Manager's Opioid Summit - On January 10, 2018, community leaders, concerned citizens, and elected officials came together to learn more about the opioid epidemic and plan for ways to address it within Gaston County.
- North Carolina Institute of Medicine (NCIOM) Board of Directors Meeting - The NCIOM Board of Directors met on January 16, 2018, for their quarterly meeting.
- Jobs for the Future Student Success Center Network (JFFSSCN) Meeting - On January 23, 2018, Jobs for the Future held its Student Success Center Network meeting in Seattle, Washington. The purpose of the meeting was to facilitate collaboration among the fourteen statewide Student Success Centers.
- Winter State Policy Meeting - The Winter State Policy Meeting was held January 24-25, 2018, in Seattle, Washington.
- Tuskegee Airman Colonel Harold Brown Presentation/Book Signing - On January 30, 2018, SGA and the Multicultural Affairs Committee welcomed Tuskegee Airman Colonel Harold Brown and his wife Dr. Marsha Bordner who came to Gaston College for a presentation and book signing for Colonel Brown's new book, "Keep Your Airspeed Up: The Story of a Tuskegee Airman."
- NCACCP Quarterly Meeting - The NCACCP held its quarterly meeting in Raleigh on January 31 to February 2, 2018, at Wake Technical Community College. A legislative breakfast has been planned and will be held in Raleigh on June 26, 2018. That date has also been designated as Community College Day.

- Achieving the DREAM Conference in Nashville, Tennessee - The annual Achieving the DREAM Conference was held February 21-23, 2018, in Nashville, TN. Dr. Skinner and several staff attended.
- NCCCS Strategic Plan - The NC Community College System recently completed a new Strategic Plan for 2018 – 2022. Dr. Skinner and Dr. Dennis McElhoe served on the Clear and Supported Pathways for Student Progress and Success committee.
- Gaston College Professional Development Day - Gaston College held its Professional Development Day on February 28, 2018. The day was full of a variety of sessions focused on safety, teaching, and learning.
- Gaston College Faculty and Staff Meeting - On March 8, 2018, a Faculty and Staff Meeting was held to share information on current topics of interest, and two presentations were provided.
- Senate Bill 420 - The State Board of Community Colleges has passed Senate Bill 420. Dr. Skinner provided a handout that highlighted the changes in the Bill and discussed with the Board the implications of those changes. Topics included in Senate Bill 420 were related to Community College Board of Trustees Governance (election of interim Boards and required bi-monthly meetings), Program Accountability, Personnel (which relates to a review of a President's contract during his or her evaluation by the Board), Hiring Practices (as they relate to the position of President), Leave Payouts, Salaries and Benefits, and a System Advisory Council (which encourages intercollege and System-wide communication).
- DPI Policy Impact on Enrollment - Dr. Skinner brought attention to a recently approved policy by the North Carolina State Board of Education, which will have significant negative impact on Gaston College's Career and College Promise (CCP) program enrollment. It effectively eliminates dual credit for college courses that have fewer than three semester hours of credit (SHC). The CCP program allows qualified high school students to take college courses tuition free. Approximately 50% of Gaston College's CCP Career and Technical Education Pathways include courses with fewer than three SHC; college transfer pathways will also be impacted. Dr. Skinner has brought this issue to the attention of the NCCCS and is encouraging other community college presidents to advocate for reversal of this policy before community colleges are affected.

1. President's Proposed Priorities for 2018-2019

At the Board of Trustees Retreat on February 9, 2018, Dr. Skinner brought forward the President's Proposed Priorities for 2018-2019. The President's Proposed Priorities are developed by the Executive Council and other key administrative staff at an annual Executive Council Leadership Retreat. At that time, Dr. Skinner and her administrative staff review past plans and priorities and consider new institutional priorities. The result is a draft of the President's Proposed Priorities for the next year that are presented for review to the trustees at the Board of Trustees Retreat. There are many other projects

and initiatives also taking place that, although they may not be a main focus of the year, still complement the Strategic Plan.

The Board of Trustees had reviewed the President's Proposed Priorities for 2018-2019 at the Board Retreat, and no changes were recommended at that time. The Priorities were then presented to the Board for adoption. The President's Proposed Priorities for 2018-2019 are listed below; each Priority is linked back to the 2014-2019 Strategic Plan.

I. Manage and facilitate the funding and construction of the new Veterinary Technology Facility with anticipated completion in late 2019.

Strategic Plan, Initiative V, Goals 15 and 16

II. Review and update College policies in preparation for the SACSCOC decennial review.

Strategic Plan, Initiative IV, Goals 10, 12 and 14

III. Continue responding to regional workforce development needs through the launch of a pre-apprenticeship program in collaboration with Gaston and Lincoln County Schools, the expansion of Apprenticeship 321, and the establishment of the Gaston College Center for Workforce Excellence.

Strategic Plan, Initiative I, Goal 2

Strategic Plan, Initiative III, Goals 7 and 8

IV. Continue efforts to support student persistence and completion, including: increasing the accessibility of learning environments, implementing guided pathways, and maintaining involvement in statewide and national initiatives that address equity gaps.

Strategic Plan, Initiative I, Goals 1 and 3

Strategic Plan, Initiative II, Goals 4 and 6

Strategic Plan, Initiative IV, Goals 10, 12 and 14

V. Continue enrollment stabilization and growth strategies through partnerships and collaboration with local high schools; and increase opportunities for adult learners and student retention, completion, and success.

Strategic Plan, Initiative I, Goals 1, 2 and 3

Strategic Plan, Initiative II, Goals 4, 5 and 6

Strategic Plan, Initiative III, Goals 7 and 8

Strategic Plan, Initiative IV, Goals 12 and 14

Strategic Plan, Initiative VI, Goals 21 and 22

VI. Broaden targeted outreach efforts with College constituents to raise awareness of and increase support for College priorities.

Strategic Plan, Initiative III, Goals 7 and 8

Strategic Plan, Initiative VI, Goal 22

VII. Execute a strategic planning effort to guide institutional priorities for a five-year period beyond the conclusion of the current plan.

All Strategic Plan Initiatives and Goals

Chair Watson entertained a motion by Mr. Smith, seconded by Mr. Campbell that the Gaston College Board of Trustees approve the President's Priorities for 2018-2019 as presented. The motion carried.

E. SGA PRESIDENT'S REPORT

Ms. Bellflowers, SGA President, gave the following update on SGA activities since November 13, 2017. The report in its entirety is filed with the minutes.

- Toys for Tots & Coats for Kids - The Student Government Association (SGA) held its annual Toys for Tots and Coats for Kids drives from November 14 to December 8, 2017.
- Healthy, Wealthy, Wise - The SGA held its second annual Healthy, Wealthy, and Wise Event on November 14, 2017. Students received resources regarding their health, ways to manage stress, and financial literacy.
- Stress-Free Day - During the end of the fall semester, SGA provided exam survival kits to all three campuses.
- Welcome Back - SGA's Welcome Back for the Spring Semester was celebrated on each of the three campuses during the day and evening; the theme was, "Set Sail for Success."
- Valentines for Vets - January 10 through February 6, 2018, the Student Government Association held, "Valentines for Vets," an initiative that provides Gaston College students the opportunity to offer kind words and appreciation for the sacrifices of local veterans.
- Go Red Day & Super Bowl Celebration - Go Red Day and the Super Bowl Celebration were held on February 2, 2018.
- Club Awareness Day - On February 6, 2018, SGA held its Club Awareness Day event on the Dallas Campus. Various student clubs and organizations attended and participated in the "Love Your Club" theme in honor of Valentine's Day.
- Distracted Driving / Alcohol Awareness Event - SGA held its Distracted Driving/Alcohol Awareness Event on Monday, February 12, 2018. Organizations such as Street Safe and Talk It Out NC provided activities and information to students to raise awareness for distracted driving and underage drinking.
- American Red Cross Blood Drive - On February 13, 2018, the American Red Cross and SGA held a blood drive; a total of 20 units of blood were collected.

- Acts of Kindness Day - On Valentine's Day, February 14, 2018, Acts of Kindness Day was held on the Dallas Campus.
- N4CSGA Western Division Meeting - Five SGA delegates attended the N4CSGA Western Division Meeting, which was held February 24, 2018, at Wilkes Community College.
- Governor Robert W. Scott Leadership Award - SGA President Rachel Bellflowers was chosen to be Gaston College's nominee for the Governor Robert W. Scott Leadership Award, which is given to students who demonstrate outstanding curriculum student leadership and service.
- Student Life: Get Involved! – Student Leadership Development Program - On March 7, 2018, Rachel Bellflowers gave a speech titled, "Student Life: Get Involved!," on the Dallas Campus in fulfillment of the graduation requirements for the Student Leadership Development Program.
- Student Appreciation Week - SGA sponsored Student Appreciation Week on the Dallas Campus from March 12 through March 15, 2018, and on the Kimbrell and Lincoln Campuses on March 19 and March 20, 2018.

Chair Watson thanked Ms. Bellflowers for her report and asked the Board to give her a round of applause in congratulations for her nomination as the College's Governor Robert W. Scott Leadership Award nominee. The Board complied.

F. CAMPUS AFFAIRS

1. EWD Internal Class Visitation Plan

The Internal Course Visitation Plan is an integral part of the College's commitment to provide the highest-quality educational courses in accordance with its mission. The functions of the Plan are accomplished by a systematic and disciplined approach of evaluation while maintaining the highest level of respect, integrity, competence, and service.

The North Carolina System Office recently changed the requirements of the Continuing Education Internal Course Visitation Plan that accompanied the Accountability and Integrity Policy both of which were approved by the Board in September 2016. The plan must now include the bullet points found in #1 below:

1. The instructor's supervisor or designee is responsible for visiting and evaluating new instructors during their first teaching assignment and 10% of all on-campus and 25% of all off-campus EWD/CE courses each semester, including:
 - Course sections offered with waiver eligibility
 - Course sections delivered through distance learning technologies
 - Course sections held at non-college facilities
 - Course sections with irregular or non-traditional schedules

The rest of the plan remains unchanged from its fall 2016 approval by the Board of Trustees, and there is no implication for the budget. Dr. Ragan reiterated to the Board that this was a State mandated change to the Policy.

Upon the recommendation of the Campus Affairs Committee, Dr. Ragan moved that the Gaston College Board of Trustees approve the EWD Internal Class Visitation Plan as presented. The motion carried.

2. Proposed Associate in Applied Science Degree: Human Services Technology / Substance Abuse Concentration

The proposed new Associate in Applied Science Degree in Human Services Technology / Substance Abuse Concentration will be designed to train students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, and counseling in residential facilities. Courses will prepare students to complete the certification process of the North Carolina Substance Abuse Board. Employment opportunities include: Substance Abuse Counselors; DUI Counselors; Peer Support Specialists; Halfway House Staff/Managers; Residential Facilities Staff; and Substance Education Specialists. The demand for trained employees is on an increase due to the Opioid Epidemic in Gaston County.

Based on the current annual enrollment in the Human Services Technology Program and the community survey, the enrollment projection is 30 students for fall 2018.

Twelve of the 58 North Carolina community colleges offer this program. The nearest institution to Gaston College that offers the program is Central Piedmont Community College. There is no implication for the budget.

Upon the recommendation of the Campus Affairs Committee, Dr. Ragan moved that the Gaston College Board of Trustees approve as presented the proposed Associate in Applied Science Degree - Human Services Technology / Substance Abuse Concentration with a fall 2018 start date. The motion carried.

G. FACILITIES

1. Basic Law Enforcement Training (BLET) Range Cover Request

The Basic Law Enforcement Training program is requesting to erect a 30' x 30' wood and metal open-sided covering with a concrete pad on the north side of the Gaston College Firearms Range (see attached Google earth photo). The purpose of the cover is to provide protection from inclement weather for the College's students and equipment for law enforcement departments holding classes through the College.

The Gaston County Police Department has set aside \$10,000 from their asset forfeiture (drug seizure account) for this project. The cost of the cover is estimated at \$8,160. The remaining funds will be used to install lighting and work benches. All purchase orders and

payments for the project will be made directly through the Gaston County Police Department.

Upon the recommendation of the Facilities Committee, Mr. Dancoff moved that the Gaston College Board of Trustees approve as presented the Basic Law Enforcement Training program request to erect an open-sided protective covering located on the north side of Gaston College Firearms Range. The motion carried.

2. 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

Ms. McCrory reported that State Construction approved schematic design drawings on February 2, 2018. More detailed construction drawings will be submitted to the State Construction Office by the end of April. Ms. McCrory then cautioned the Trustees about the cost estimate for the building as it may go higher than estimated due to steel tariffs. Ms. Julia Allen continues to work on a funding campaign to cover equipment and extenuating costs.

Dalpiaz Elevator

This project is complete, with final State and County elevator inspections scheduled for late March.

H. FINANCE

1. FY 2018-2019 Gaston County Operating Budget

The proposed FY 2018-2019 Gaston County Operating Budget was reviewed by the Board. This year's budget request is an increase of \$245,158 (or 4.8%) over the FY 2017-2018 approved budget.

• Salary and Benefits - 3% increase	\$ 82,662
• State increases in retirement, health, and longevity	\$ 48,241
• Utilities – Duke 10% electric rate increase	\$ 78,224
• Property insurance increases (3 years not funded)	\$ 17,948
• Senior Administrator (10%)	\$ 13,266
• Antenna lease escalation (3 years not funded)	\$ 4,817
Total estimated increase	\$245,158

Primary contributors to the increases are salary and benefit increases and an electric rate increase.

Changes in staffing, salaries, and benefits include:

- a 3% pay increase (\$82,662)
- an increase in benefit costs from the State (\$48,241)
- an allocation of a portion of a senior administrator (\$13,266).

Other requests are for known cost increases:

- Duke electric rate increase projected at 10% (\$78,224)
- annual lease escalation increases for radio tower not funded for three years (\$4,817)
- property insurance increases not funded for three years (\$17,948).

The FY 2018-2019 operating budget request for Gaston County totals \$5,352,237.

Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the proposed FY 2018-2019 Gaston County Operating Budget request of \$5,352,237. The motion carried.

2. FY 2018-2019 Gaston County Capital Priorities

A copy of the proposed FY 2018-19 County Capital Priorities along with five year projections were reviewed by the Board. The County Capital Priorities for FY 2018-2019 reflect needs totaling \$1,255,000. Ms. McCrory reiterated the fact that the priorities are subject to change due to unforeseen maintenance requirements that might arise.

In June 2015, Gaston County Commissioners restored the College's on-going capital budget to the historical level of \$697,259. The College maintains 35 buildings totaling 631,000 square feet and \$122.5 million of insurance value in Gaston County. The Center for Advanced Manufacturing was added in 2017.

The FY 2018-19 County Capital Priorities total \$1,255,000. Priorities will be refined to match county funds provided, and a final listing will be presented to the Committee once the budget is approved by Gaston County.

Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the proposed FY 2018-2019 County Capital Priorities. The motion carried.

3. Change in Mileage Reimbursement Policy

The System Office issued a memorandum on January 31, 2018, alerting colleges to extensive changes and updates to travel policies and procedures by the Office of State Budget and Management (OSBM), which also apply to community colleges. Notable changes include:

IRS Mileage Rate Change – The Internal Revenue Service (IRS) published mileage reimbursement rate changed January 1st from 53.5 cents to 54.5 cents per mile, and the medical or moving rate changed from 17 cents per mile to 18 cents.

Transportation by Personal Vehicle – Rules have changed related to mileage reimbursement when using your personal vehicle. The previous guideline of “100 miles round trip per day of travel status” has been removed. New guidelines state that employees can be reimbursed the business standard mileage rate set by the Internal Revenue Service (currently, 54.5 cents per mile) when using personal vehicles for state business when round trip mileage does not exceed 100 miles (regardless of the number of days of travel). When round trip mileage exceed 100 miles of travel (regardless of the number of days of travel), employees can be reimbursed at a rate that would not exceed 33 cents per mile.

Daily Meals - For the purposes of reimbursing authorized travelers for meal reimbursement, meals during daily travel (when an employees is not in overnight travel status) is no longer allowable. Policy 5.1.13 Meals during Daily Travel has been repealed and removed from the manual.

Existing guidelines will apply for any travel initiated prior to April 1, 2018. No significant impact on the budget is anticipated. Overall, travel has been reduced due to budget reductions.

Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees, effective April 1, 2018, accept the mileage reimbursement guidelines as outlined by the Office of State Budget and Management, adopt the annual IRS standard business mileage rate (currently 54.5 cents per mile) as the mileage rate for round trips of 100 miles or less, and adopt a rate of 33 cents per mile as the reimbursement rate for round trips over 100 miles. The motion carried.

Upon the recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees accept the removal of meal reimbursement as outlined by the Office of State Budget and Management for travel while in daily travel status. The motion carried.

4. Audit Results – Financial Audit

Cherry Bekaert completed the financial audit for fiscal year ended June 30, 2017, in December. Cherry Bekaert issued an unmodified (or “clean”) audit report, citing “We noted no transactions entered into by the College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.”

Regarding their review of internal controls, the auditors reported “...during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses.”

Finance Committee Chair, Mr. Steve Campbell, further commented on the excellent audit result, congratulating and thanking Ms. Cynthia McCrory, VP for Finance, Operations and

Facilities, and Mr. Bruce Cole, Associate VP for Finance, Operations and Facilities-Controller, for their continued outstanding work.

5. Audit Results – GASB 67 Census Report

Cherry Bekaert has completed the GASB 67 Census Testing audit for the College. The Report of Independent Accountant was issued on October 12, 2017, with no exceptions noted.

The report is intended for College management, the North Carolina Department of State Treasurer, and the North Carolina Office of the State Auditor.

It is the opinion of Cherry Bekaert that the management assertions listed below are fairly stated in all material respects:

1. Employees reported to TSERS during the year ended December 31, 2016, are eligible in accordance with requirements of State law.
2. Employee census data reported in ORBIT on eligible members (e.g., date of birth and gender) during the year ended December 31, 2016, is complete in accordance with required fields identified in ORBIT input screens and accurate in accordance with information provided by the respective employees as documented in their personnel files or other appropriate records maintained by the employer.
3. All employees eligible for participation in TSERS during the year ended December 31, 2016, (including re-hired retirees) are reported to TSERS in accordance with requirements of State law.
4. Member and employer contributions during the year ended December 31, 2016, are paid timely to TSERS in accordance with requirements of State law.
5. Member and employer contributions paid to TSERS during the year ended December 31, 2016, are accurately calculated in accordance with requirements of State law, including being based on compensation which appropriately includes and excludes elements of compensation identified in the January 1, 2016, TSERS Employer Manual on page 12.

6. County Budget Updates

Ms. McCrory presented updates related to the 2018-2019 budgets for Gaston and Lincoln counties.

Gaston County Budget Update

Gaston County agency department heads met with County Manager Earl Mathers and County Commissioners at their annual Budget Planning Session on Feb. 16, 2018. Ms. Cynthia McCrory relayed that she attended on behalf of Gaston College.

Highlights of discussions included anticipated strong growth in new housing construction in the southeastern portion of the county, expectation that funds for any budget growth will be limited for 2018-19, but revaluation of property scheduled for January 1, 2019, will result in funding improvement for FY 2020 and beyond.

Mr. Mathers will be recommending a 3% cost of living salary adjustment for staff, based upon an anticipated inflation rate of 2.5%.

A \$250 Million school bond referendum has been authorized for the May 8, 2018, ballot. A quarter cent sales tax referendum will also be on the ballot. The quarter cent sales tax is projected to generate approximately \$6 Million per year and will be used for debt service on the bonds.

Other discussions related to two major capital projects:

- Upgrade of public safety radio system county-wide will require \$10-12 Million in infrastructure plus replacement of all radios. Mr. Mathers plans to include \$4-5 Million of infrastructure cost in this year's budget.
- Expansion of the Gaston County jail to add 72 beds due to overcrowding, likely to cost \$8 Million.

Dr. Skinner, Ms. McCrory, and Mr. Cole will present the college budget to Mr. Mathers and his staff on April 19, 2018.

The FY 2019 County budget will be presented at the May 22, 2018, Commissioner's meeting, and the budget public hearing will be June 12, 2018, both at 6 p.m., at the Gaston County Courthouse.

2018-19 Lincoln County Budget Update

Ms. McCrory reported that Mr. John Dancoff, Dr. Patricia Skinner, Dr. John McHugh, and she met with County Manager Kelly Atkins and his staff on Thursday, February 15, 2018, to discuss the Gaston College budget request.

At that meeting, Mr. Atkins indicated that the County could not fund Gaston College's entire request due to funding constraints, but that he would recommend partial funding as follows to the Commissioners:

	2018-19 Budget <u>Requested</u>	2018-19 Budget Manager's <u>Recommended</u>	2017-18 Approved <u>Budget</u>	Percentage <u>Increase</u>
Operating	\$230,650	\$217,794	\$203,742	6.9%
Capital	50,000	30,000	30,000	0%

Mr. Atkins also reported at that meeting that replacing the roof on the main Lincoln Campus building will be completed this year at a cost of \$350k.

In discussions about the planned relocation of the Senior Center and the College's ability to occupy that space, Mr. Atkins expects that will occur in 9-12 months, since the architect has been selected and the planning process has begun to remodel a new building for the seniors. Ms. McCrory relayed that during this meeting, Mr. Atkins was forthcoming on what the County would fund, which amounted to a 6.9% increase. The County will not fund the part-time receptionist position at the Lincoln Campus at this time.

7. State Budget Update

The North Carolina Legislature convenes on May 16, 2018. Gaston College will host a breakfast with its legislators in late April or early May.

The System Office has published the Legislative Priorities for 2018-2019, and Ms. McCrory reviewed each of the priorities with the Board and relayed which ones would and would not directly impact Gaston College's budget. Funding short-term continuing education programs in Tier 1A, 1B, and Tier 2 at the same rate as curriculum programs would bring approximately \$90,000 to Gaston College's budget. Investing in up-to-date equipment would also bring approximately \$315,000 to the College's budget. One benefit that does not allow for increased funds, but would be a benefit to our students, is capping tuition at 12 credit hours versus 16 credit hours; students would have an incentive to take additional classes to complete their program of study more quickly. Some of the other priorities listed benefit the System as a whole or are specific items, which do not include Gaston College.

8. Supplemental State Budget Allocation

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

#4	Customized Training	\$150,541
	Longevity Allotment	342,070
	Budget Call Back	(177,448)
	Investment in Short-Term Workforce Training	<u>232,704</u>
		\$547,867

9. Financial Reports

A summary of expenditures for FY 2017-2018 through February 28, 2018, 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

Mr. Vinson thanked Dr. Skinner for bringing Senate Bill 420 to the trustees' attention earlier in the meeting. He then discussed the upcoming NCACCT Law/Legislative Seminar coming up April 11-13, 2018.

He noted that several sessions on the Seminar's agenda included topics of high importance to community colleges and their funding. The opening luncheon session will feature Speaker of the House of Representatives Tim Moore who will provide an overview of the upcoming legislative session. The first general session will be on Legislative Advocacy with NC Representative David Lewis, Chairman of the NC House Rules Committee, and Mr. James A. Harrell, III, NCACCT Lobbyist discussing strategies and techniques for effective lobbying; the event will be facilitated by NCACCT President/CEO, Ms. Julie Woodson. The second general session will discuss community college governance as it relates to the responsibilities of the State Board, the NCCCS, the community college presidents, and the trustees.

At Friday morning's first session, Mr. Phil Kirk will facilitate a panel discussion titled, *NC Politics and the Upcoming Elections*. The second session will be another panel discussion titled, *Let's Hear From Our Legislators*, which will focus on moving forward and ways to work on shared goals and strategies to impact student success. Mr. Vinson encouraged the trustees to attend.

J. CHAIRMAN'S REPORT

1. Appointment of Foundation Board Member

Pending Board of Trustees approval, Mr. Greg Botner has agreed to serve on the Gaston College Foundation Board.

With an educational background in business and plastics technology from Wayne State University and Oakland University, Mr. Botner has made a name for himself as a leader in the polymer industry internationally. Mr. Botner served as the CEO of Titan Plastics Group for seven years prior to his joining Wilbert Plastic Services as the President and CEO in December of 2008.

The Gaston College Foundation Board requested that Mr. Botner serve the remainder of an unexpired term, which became vacant at the passing of the former Foundation Board Chairman, Mr. Bob Tull. Mr. Botner's term will be effective immediately through June 30, 2021.

Chair Watson entertained a motion from Dr. Ragan, seconded by Mr. Campbell that the Gaston College Board of Trustees approve the appointment of Mr. Greg Botner to serve on the Gaston College Foundation Board of Directors as stated above. The motion carried.

2. President's Evaluation Survey

Chair Watson relayed to the trustees that the President's Evaluation Survey would be distributed electronically to them on April 9, 2018. Trustees will have two weeks to complete the survey, and results of the Survey will be discussed at the May 7 Board of Trustees Meeting.

3. NCACCT on April 11-13, 2018

Dr. Skinner and five trustees are scheduled to attend the NCACCT Law/Legislative Seminar on April 11-13. Mary Ellen Dillon will send each trustee his or her individual registration, event itinerary, hotel reservation, and hotel directions prior to the event.

4. Statement of Economic Interest (SEI)

Chair Watson encouraged trustees to complete their SEI filing by April 15, 2018, as required by law.

5. Gaston College Graduation

Gaston College Graduation will take place on Friday, May 11, 2018, at 4 p.m., at the Bojangles Coliseum. Trustees will be receiving a message soon concerning attendance at this year's ceremony. Chair Watson encouraged trustees to attend.

6. Completion of I-9 Forms

Trustees were encouraged to complete their I-9 Forms as required by law if they have not already done so. These forms will be kept on file in the Human Resources office.

K. ANNOUNCEMENTS

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

L. EXECUTIVE SESSION

In accordance with provisions of G.S. 143-318.11(a)(3), Chair Watson entertained a motion to enter the Board into Executive Session. Ms. Davis moved, seconded by Mr. Hovis, to enter the Board into Executive Session. The motion carried.

Chair Watson entertained a motion to close the Executive Session and return the Board to regular session. Judge Collins moved, seconded by Ms. Davis to close the Executive Session and return to regular session. The motion carried.

M. AJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Stephen D. Campbell, Secretary

Dr. Jim Watson, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)