

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
October 1, 2018**

Members Present:

Sheriff Alan Cloninger
Judge Craig Collins
Mr. John Dancoff
Ms. Jennifer Davis
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. Kyra Rhyne, SGA President

Dr. Patricia Skinner, President

Members Absent:

Mr. Stephen Campbell, Secretary
Mr. Ron Hovis
Mr. Tom Keigher

Others Present:

Ms. Julia Allen, Mr. Todd Baney, Mr. Matt Blackwell, Ms. Norma Brice, Ms. Jasmine Cox, Ms. Emily Dalton, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Jill Hendrix, Ms. Renita Johnson, Chief Billy Lytton, Mr. Ray Maxwell, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Mr. Jeremy Railton, Mr. Scott Reneau, Dr. Silvia Patricia Rios Husain, Ms. Elaina Stromberg, Ms. Cathy Wilson, Dr. Heather Woodson; 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. Overcash**
- **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 noted.

A. APPROVAL OF THE AGENDA

Chair Watson asked if there were any changes, additions, or corrections to the agenda. None were identified. Ms. Davis moved to approve the agenda; Judge Collins seconded the motion. The motion carried.

B. APPROVAL OF THE MINUTES FROM THE AUGUST 27, 2018, BOARD OF TRUSTEES MEETING.

Chair Watson presented the Minutes of the August 27, 2018, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Mr. Dancoff moved to approve the August 27, 2018, minutes; Dr. Ragan seconded the motion. The motion carried.

C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Welcome/Introduction of New Employees

Dr. Skinner welcomed Ms. Jasmine Cox, Staff Senate Representative, and Mr. Jeremy Railton, Faculty Senate President, to the meeting.

Ms. McCrory Introduced:

Ms. Norma Brice, Supervisor-Payroll/Accounts Payable/General Accounting
Ms. Elaina Stromberg, Accounting Specialist-Cashiering, Sponsorship, Bookstore
Mr. Scott Reneau, Maintenance Technician

Dr. McElhoe Introduced:

Ms. Jill Hendrix, SHRM-SCP, Coordinator-Apprenticeship and Continuing Education Programs

2. Strategic Planning Process

Chair Watson welcomed Ms. Julia Allen to the podium to provide a presentation titled, *Strategic Planning Process*, which detailed the steps being taken for compilation of Gaston College's 2019-2024 Strategic Plan. This process is necessary as the College's current Strategic Plan will expire in June 2019, and it is a Board-approved Presidential Priority for 2018-19.

Ms. Allen detailed the vetting process undertaken to select a Strategic Plan consulting firm to assist the College in this process. The firm selected, Paulien & Associates, has extensive experience working with educational institutions nationally and internationally. They also could provide services related to facilities planning, academic administration, project management, technology studies, and architectural design.

A Strategic Planning Committee has been formed to include faculty and staff from every academic and business unit of the College. Additionally, students, the Foundation Board, members of the Board of Trustees, alumni, and community and business leaders will be involved in the strategic planning process. This will give all of the College's constituents and stakeholders a voice in helping to determine the College's direction and how the College will get there over the next five years.

The strategic planning process will include four steps:

1. GAP & SWOT-C Analysis
2. Strategic Issues, Direction & Visioning
3. Vision, Mission & Core Values
4. Goals and Key Performance Indicators

For each of the above steps, the Paulien & Associates consultants will provide relevant research and background materials. During the final phase, the consultants will meet with the Board of Trustees at their January Retreat to present findings, gain insights, and seek guidance before the final plan is drafted. The final goal is for the 2019-2024 Strategic Plan to be ready for approval by the Board at the March 2019 Board of Trustees meeting.

Ms. Allen then directed the Board's attention to the Gaston College Foundation website to show the trustees where all the documents associated with the work on the strategic plan could be found during the process. Ms. Allen also relayed that the NCCCS had recently approved a new System Strategic Plan and Gaston College's Strategic Plan consultants are aware that the College wants to be sure to integrate its plan with that plan.

Dr. Watson thanked Ms. Allen for her leadership with the Strategic Planning Process and the comprehensive plan which she had laid out. He looked forward to the Retreat to view the progress made, and he appreciated everyone's time, efforts and energy to participate in the process. He thanked Ms. Jennifer Davis for being part of the Strategic Planning Leadership Committee, and Mr. Smith and Dr. Ragan for assisting as part of the Strategic Planning Committee.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the August 27, 2018, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

- Meeting with Senator Harrington - On August 28, 2018, Senator Harrington conducted a conference call with Senator Andy Wells, Dr. Garrett Hinshaw, Mr. Carl Stewart and Dr. Skinner to discuss the latest revised Textile Technology Center and North Carolina State University textile proposal.
- Cleveland Community College President and Trustees Tour the Center for Advanced Manufacturing and Pharr Trade and Industrial Buildings - Cleveland Community College President Jason Hurst contacted Gaston College as his College is undertaking the process

to build a Center for Advanced Manufacturing. He and some of his Board's Trustees visited and toured Gaston College's industrial facilities on August 29, 2018.

- North Carolina Association of Community College Trustees Leadership Seminar - The North Carolina Association of Community College Trustees Leadership Seminar was held in Asheville, September 5-7, 2018. Dr. Watson, Mr. Campbell, Mr. Smith, Sheriff Cloninger, Mr. Dancoff, Ms. Davis, Mr. Keigher, Ms. Riley, Mr. Vinson and Dr. Skinner attended. Dr. Skinner thanked Dr. Watson, Mr. Campbell, and Mr. Smith who sat on the panel discussion with her about Board Self-Assessments and Surveys.
- North Carolina Association of Community College Presidents (NCACCP) Monthly Meeting - The meeting of the NCACCP took place during the NCACCT on September 6, 2018.
- North Carolina Institute of Medicine (NCIOM) Annual and Board of Directors Meetings - The 2018 Annual NCIOM meeting took place on September 7, 2018, in Raleigh. The theme of the meeting was: Term-Based Care for a Healthier North Carolina.
- Apprenticeship 321 Signing and Graduation - On September 10, 2018, Gaston College held its second Apprenticeship 321 graduation and signing ceremony. This event is a significant milestone in the lives of those apprentices graduating from their program as well as our new pre-apprentice and the apprentices who are just beginning their journey.
- GO Month Kick-Off - On September 25, 2018, Dr. Skinner participated in the Kick-Off for GO Month at the Warlick Family YMCA. Ms. Natalie Tindol, Board Trustee, also participated in this event.
- Academic Collaboration Meeting with North Carolina State University (NCSU) - Dr. Skinner reported that on September 17, 2018, Dr. Dewey Dellinger and Mr. Sam Buff met with leaders of NCSU and CVCC's Manufacturing Solutions Center to develop alternative pathways for Gaston College students' admission to NCSU through the North Carolina Community College System, especially for rural and low-to-moderate income students.

E. SGA PRESIDENT'S REPORT

Ms. Rhyne, SGA President, gave the following update on SGA activities since August 27, 2018. The report in its entirety can be found in the Board meeting packet.

- Student Success Expo - SGA partnered with the Student Success Committee for the Student Success Expo on September 4, 2018, to foster the knowledge of both new and returning students about the resources available at Gaston College to help them be successful.
- SGA Ice Cream and Pizza Social - On September 5, 2018, SGA provided ice cream and pizza to welcome evening students to the fall semester.
- Stars and Stripes Day - In order to celebrate Constitution Day, the Stars and Stripes event was held on all three Gaston College campuses on September 18-19, 2018.

- CBCC Blood Drive - On September 19-20, 2018, SGA sponsored a blood drive with the Community Blood Center of the Carolinas; 37 units of blood were collected.
- GC Birthday Celebration - In celebration of Gaston College's 54th birthday, SGA held a GC Birthday Celebration on September 24, 2018.
- Lunch and Learn Workshops - SGA collaborated with the Multicultural Affairs Committee to host a variety of workshops.

F. CAMPUS AFFAIRS

1. Proposed Termination of Healthcare Business Informatics Program (A25510)

The Healthcare Business Informatics program (A25510) was implemented at Gaston College in Fall 2014 to serve the information technology needs of the healthcare industry in the College's service area. In particular, the curriculum was designed to prepare individuals for employment in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

In Fall 2017, due to the statewide Information Technology Alignment Project undertaken by the North Carolina Community College System, the program was transitioned to a concentration program within the Information Technology cluster of programs at the College. As a result, the former Healthcare Business Informatics program has been replaced with a new program: Information Technology-Healthcare Informatics (A25590HI). Therefore, Gaston College still offers healthcare informatics as an associate of applied science program; however, the program code has changed. As only the code for this program has changed, there are no budget implications.

Dr. Ragan further explained to the Board that this program change basically amounted to a reclassification of the program as it had now become part of a larger program. He assured the Board that students in the program would be able to move forward without any additional hours or courses. He thanked the Campus Affairs Committee for coming together as a quorum to review this item prior to the full Board meeting.

Upon a recommendation of the Campus Affairs Committee, Dr. Ragan moved that the Gaston College Board of Trustees approve the termination of the Healthcare Business Informatics Program as presented. The motion carried.

G. FACILITIES

1. Gaston County Greenway Easement Request

Gaston County has received a substantial Congestion Mitigation and Air Quality (CMAQ) grant (\$513,000) from the NC Department of Transportation to establish a walking/biking trail (greenway) from Dallas Park to Gastonia Technology Parkway. This is the first phase of a project that will ultimately extend the greenway from Dallas Park to Rankin Lake Park.

The estimated cost for Phase 1 of the project is \$650,000. Mr. Ray Maxwell, Gaston County Public Works Director, and Mr. Matt Blackwell, Contracts Coordinator for Public Works, presented details regarding the project at the Facilities Committee meeting on June 4, 2018.

Three distinct potential pathways were evaluated by Gaston County and Gaston College personnel to determine the optimal path for the greenway. The trustees viewed a map of the proposed pathway. Any viable pathway onto Gaston College property does involve an easement.

The proposed pathway would cross the access road to the driving track, and will require the Criminal Justice Academy to modify their training patterns so that they do not use the access road for high speed maneuvers, since hikers and bikers might be present on the greenway. Mr. Dennis Crosby, Director of the Criminal Justice Academy/BLET program, is aware of this change and a plan is in place to add a gravel apron to the existing driving track to provide an alternative training pattern.

At the June 11, 2018, Board meeting, a lengthy discussion was held where several concerns were identified.

The Facilities Committee had recommended a motion to the Board of Trustees to approve the greenway easement as requested by Gaston County, but this motion was declined. The Board did approve a motion approving the concept of the greenway subject to all of the College's concerns being resolved.

Update as of Aug. 15, 2018:

Mr. Carl Stewart, Mr. Todd Baney and Ms. Cynthia McCrory met with Mr. Matt Blackwell, Contracts Coordinator for Gaston County Public Works to hold further discussions regarding the questions raised by the Trustees at their June 11, 2018, meeting. Mr. Blackwell has provided a summary of responses, which were included in the Board's packet.

At the suggestion of Dr. Ragan, Ms. McCrory held discussions with Mr. Philip Steele, Senior Principal, ADW Architects, who was the lead architect for our Master Plan, for his evaluation of concerns expressed related to access to useable land for future buildings and the proposed path of the greenway. A letter from Mr. Steele evaluating these matters was included in the Board's packet for their review.

Ms. McCrory also held discussions with Mr. John Cloninger, Vice President, Whitesides Insurance (the College's insurance broker), who evaluated liability insurance coverage and responsibility regarding the proposed greenway. A letter from Mr. Cloninger was included in the Board's packet for their review.

Ms. McCrory also held discussions with Mr. Todd Baney, Chief Administrative Officer and Chief Billy Lytton to obtain their assessment of safety and security matters related to the

proposed greenway. A letter from Chief Lytton was included in the Board's packet for their review.

Mr. Stewart and Ms. McCrory reviewed the draft easement from the County and have suggested additions related to a hold harmless clause and ensuring future access to other College property. The revised draft easement was included in the Board's packet for review.

The estimated cost of adding a gravel apron to the west side of the existing driving track to modify the driving training pattern away from the access road is \$4,500.

Mr. Ray Maxwell and Mr. Matt Blackwell came before the Board to answer the Board's concerns regarding the easement pathway location, the natural buffers and/or fencing needed, the right of way when the pathway crosses the driving track road, a clear line of sight for the pathway crossing, signage for the pedestrian crossing, security issues, liability issues for pedestrians' injuries, hours of operation, entrance and exit gates, and a few other items that trustees had questioned at an earlier meeting.

Mr. Blackwell explained the County was at a critical juncture in the timeline of this project as the grant term expires in May 2021. The County would like to initiate design today, October 1, 2018, go out for bidding in January 2020, have construction begin in April 2020, with completion of the project by May 2021. The County was requesting the Board's support of the original pathway easement proposed on August 1, 2018, to include the alternate trail presented at the northern most portion of the pathway that would extend the pathway further to the east to allow the College greater development of that property.

Trustees also wanted to make sure the easement document was clear that the gated entrance and exit of the trail were the sole access points to the trail on Gaston College property. A question was asked whether the pathway was part of the Gaston Parks System, and Mr. Blackwell would get back to the trustees about that. Another question was asked about the College not having the right to build on its own land if an access road was needed across the pathway. The County assured that if such an occurrence came about it would be more than willing to work with the College in that regard.

The pathway covers approximately 24 acres of Gaston College property. However, there are several sites on College property that are available for building if the College so desires that are already part of the Facilities Master Plan.

Another question asked concerned possible paths being created off the greenway for students to reach the Center for Advanced Manufacturing or College Campus. However, there is not funding in the greenway project that the County could use for that purpose. If the College did want to connect the Campus to the trail at a later date, the northern most area of the trail would work; however, to connect the trail on the southern end with the College would be more difficult as the County owns a strip of land that the trail would have to cross. Mr. Blackwell felt the County would be willing to work with the College concerning that issue.

Upon a recommendation of the Facilities Committee, Mr. Dancoff moved that the Gaston College Board of Trustees supports granting an easement on Gaston College property to Gaston County for the construction of a greenway from Dallas Park to Gastonia Technology Parkway based upon the proposed trail alignment dated August 1 , 2018, presented by Gaston County Public Works, with the final easement terms to be negotiated with Gaston County by the College Attorney and College Administration. The motion carried with one vote abstained by Judge Collins.

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

Ms. McCrory brought the trustees' attention to the Veterinary Technology Facility building schedule listed in the Board packet. This project is going out to bid this week (Oct. 1-5), and the College has been in contact with several contractors to make sure they are aware this project is advertised. Ms. McCrory estimates possibly 12-15 bids; however, she may have a better idea of the number of bids after the pre-bid conference on October 18. The final bids are due November 1, and the College's recommendation to the Board will be brought forward on November 5 for approval. The groundbreaking ceremony for the Veterinary Technology Facility is scheduled for December 4, 2018.

H. FINANCE

1. FY 2018-2019 State Budget

Ms. McCrory provided the Board with the background, highlights and recommendations concerning the FY 2018-2019 State Operating Budget. She referred trustees to the Budget Highlights sheet within the Board packet, which compared the 2018-2019 State Budget to the 2017-2018 State Budget. A budget shortfall of \$628,529 for FY 2018-2019 was noted. The FY 2018-2019 State Operating Budget totals \$31,607,823. The overall budget the College manages is approximately \$61 million.

Upon a recommendation from the Finance Committee, Mr. Overcash moved that the Gaston College Board of Trustees approve the FY 2018-2019 State Operating Budget. The motion carried.

2. State Budget Shortfall Analysis

Ms. McCrory provided a State Operating Shortfall Analysis for the FY 2018-2019 State Operating Budget. This was provided for information only; no action was required. A concern was raised that there may be reversions this fiscal year due to Hurricane Florence. Currently, the College has a 1% reserve for reversion being held.

3. FY 2018-2019 Bonus, Base Salary Increase, and Educational Advancement

Mr. Overcash reviewed with the Board the following items:

Salary and Pay Rate Increases

For fiscal year 2018-2019, the NC legislature appropriated recurring funds to support recurring salary increases for community college employees equivalent to the cost of providing an across-the-board salary increase of 2%. The funding allocated to Gaston College for salary increases for state-funded positions is \$422,777. 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 for special-funded positions, salary increases for 2018-2019 are recommended as follows:

Full-time Regular, Part-time Regular and Eligible Full-time Temporary Employees

A 2.5% or \$1,000 base salary increase, whichever is greater, for full-time regular, part-time regular and eligible full-time temporary employees who were employed on or before July 1, 2018, and who remain employed as of November 1, 2018, retro-effective to July 1, 2018, excluding BioNetwork Learning Solutions Center employees employed through Gaston College whose compensation plan is administered through the NCCCS System Office.

Part-time curriculum instruction hourly rate

The current part-time hourly rate for a Doctorate degree must be increased to comply with the new State minimum rate for that credential, retro-effective for fall 2018. All other part-time curriculum instruction hourly rates are in compliance with the state minimum. The current and new rates for a Doctorate degree are summarized in the table below.

Part-time Curriculum Instruction Rate		
Credential	Current	New
Doctorate	\$33	\$33.38

Part-time staff rates

The 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 the base salary for those employees who attained an advanced degree between July 1, 2017, and June 30, 2018, retro-effective to July 1, 2018.

Special Annual Leave Bonus

Effective July 1, 2018, the NC General Assembly authorized a one-time annual leave bonus of an additional five days of annual leave for any person who is a full-time, permanent (regular) employee of the State, a community college, or a local board of education who is eligible to earn annual leave. Part-time, permanent (regular) employees who are eligible to earn annual leave shall receive a pro rata amount of the five days.

In addition to full-time, permanent employees, it is recommended that the five special annual leave bonus days be awarded to eligible full-time temporary (State-funded); full-time regular (County-funded); and full-time regular (Special-funded) employees who were employed on July 1, 2018, and who are eligible to earn annual leave. Part-time regular positions will receive a pro-rata amount of the five days.

The additional leave shall be accounted for separately and shall be available during the length of an employee’s employment. This additional annual leave has no cash value and is not eligible for cash in. If this additional leave is not used prior to an employee’s separation or retirement, the bonus leave cannot be paid out and is forfeited. In the year(s) an employee uses any of these five days of annual leave bonus and in that year the employee has accumulated >30 days of vacation (annual) leave, the excess accumulated vacation (annual) leave equal to the amount of bonus leave used that year, shall not convert to sick leave and is forfeited.

For example, an employee uses 1 day of bonus leave and ends the year with 35 vacation (annual) leave days. The employee forfeits 1 day of vacation (annual) leave (equal to the 1 day of bonus leave used) and converts 4 vacation (annual) leave days to sick leave.

The implications for the budget are listed in the chart below:

	Fund Sources		
	State	County	Special
Base Salary Increase	\$439,935	\$51,085	\$39,670
Advanced Degree Increase (Recurring)	\$15,246	\$1,198	\$0

Upon a recommendation from the Finance Committee, Mr. Overcash moved that the Gaston College Board of Trustees approve the following actions:

- **Full-time regular, part-time regular, and full-time temporary employees, who were employed on or before July 1, 2018, and remain employed as of November 1, 2018, be awarded a 2.5% or \$1,000 base salary increase, whichever is greater, retro-effective to July 1, 2018, excluding BioNetwork Learning Solutions Center employees employed through Gaston College whose compensation plan is administered through the NCCCS System Office; and that,**
- **The Part-time curriculum instruction rate for a Doctorate credential increases to \$33.38 per hour, retro-effective for fall 2018; 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, 2017, and June 30, 2018, retro-effective to July 1, 2018; and that,**
- **Five Special Annual Leave Bonus days be awarded to eligible full-time temporary (State-funded); full-time regular (County-funded); and full-time regular (Special-funded) employees who were employed on July 1, 2018, and who are eligible to earn annual leave, and a pro-rata amount of the five days be awarded to part-time regular employees. The Special Annual Leave Bonus days are subject to the same administrative rules set-forth by the General Assembly in authorizing the five days to full-time regular (State-funded) employees and a pro-rata amount of the five days for part-time regular (State-funded) positions.**

The motion carried.

4. Enhancing Accountability in Government through Leadership and Education

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; no action was required.

5. Supplemental State Budget Allocation

The Board reviewed the Supplemental State Budget Allocation received after the FY 2018-2019 State Budget was finalized.

#1 Career and College Ready Graduate	\$ 2,000
Federal Basic Skills	214,940
Adult Education and Literacy	41,973
Customized Training	66,467
BioNetwork	957,174
Minority Male Mentoring	17,234
Improving Career and Technical Education	<u>28,464</u>
Total	\$1,328,252

6. Financial Reports

A summary of expenditures for FY 2018-2019 through August 31, 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 required.

I. REPORT FROM NCACCT

Mr. Vinson reported the Fall 2018 NCACCT Leadership Seminar held September 5-7, 2018, in Asheville was highly successful; he thanked all the trustees who had attended the event. There was record attendance, and Mr. Vinson heard several positive comments concerning the topics associated with the breakout sessions.

J. CHAIRMAN'S REPORT

1. Board Committee Assignments

Chair Watson relayed he had tried to give each trustee their first or second choice of Board Committee assignment. He thanked Mr. Dancoff, Dr. Ragan, and Mr. Overcash for stepping up to Chair the various committees. He also reminded the trustees of the important work that is done in the Committee meetings and how important their participation is in those meetings.

2. Gaston College Foundation

Chair Watson encouraged the trustees to keep the Foundation in mind concerning their end-of-year giving. He would like to have 100% participation by the Board in donations to the Gaston College Foundation.

3. November Board Committees Meeting Time Change and Board Meeting Date Change

The Finance and Facilities Board Committees will meet on November 5, but the time has been moved to 2 p.m., instead of 3 p.m.

The November Board of Trustees meeting will be moved from November 19 to November 5, 2018. It will be at 4 p.m. as usual.

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)(6), Chair Watson entertained a motion by Sheriff Cloninger, seconded by Ms. Davis, that the Board go into closed session to discuss the President's employment contract.

Judge Collins moved, seconded by Mr. Overcash 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. Overcash recommended that the Gaston College Board of Trustees:

- **Approve a 2.5% permanent salary increase for the President (same as that provided to all permanent full-time employees), resulting in a new base salary of \$252,432, to be funded by the President's authorized state salary of \$160,810 with the balance from local contributions; and**
- **Increase the allocation of local contribution amounts to \$61,081 and \$30,541 by Gaston and Lincoln counties, respectively, for the President's salary; and**
- **Extend President Skinner's employment contract for the period commencing July 1, 2018, for a two-year period incorporating the compensation terms noted above.**

The motion carried.

M. AJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Stephen D. Campbell, Secretary

Dr. Jim Watson, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)