

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
November 5, 2018**

Members Present:

Mr. Stephen Campbell, Secretary
Sheriff Alan Cloninger
Mr. John Dancoff
Dr. Jim Ragan, Vice Chair
Ms. Suzanne Riley
Ms. Natalie Tindol
Mr. Randy Vinson
Dr. Jim Watson, Chair
Ms. Kyra Rhyne, SGA President

Dr. Patricia Skinner, President

Members Absent:

Judge Craig Collins
Ms. Jennifer Davis
Mr. Ron Hovis
Mr. Tom Keigher
Mr. Brad Overcash
Mr. James Smith

Others Present:

Ms. Julia Allen, Mr. Todd Baney, Ms. Kymme Barber, Mr. Bob Blanton, Ms. Sheryl Brown, Mr. Sam Buff, Ms. Sherry Carpenter, Mr. Virgil Cox, Dr. Dewey Dellinger, Ms. Mary Ellen Dillon, Mr. Jeff Holman, Ms. Renita Johnson, Ms. Cynthia McCrory, Ms. Stephanie Michael-Pickett, Mr. Ken Newell, Ms. Jennifer Phillips, Mr. Jeremy Railton, Dr. Silvia Patricia Rios Husain, Mr. Gary Sanchez, Mr. William Thompson, Ms. Cathy Wilson, Ms. Teri Young; and Mr. Carl Stewart, College Attorney.

- **Chair Watson called the meeting to order at 4:00 p.m. and declared a quorum present.**
- **Invocation – Sheriff Alan Cloninger**
- **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 brought forward a motion to amend the order of the agenda to bring forward the Facilities Action Item F-1 on page 22 of the Board Packet and the Finance Action Item G-1 on page 32 of the Board Packet for review earlier in the meeting as some trustees had mentioned to him their need to leave the meeting early. This move would assure a quorum was present for review of the items. Mr. Vinson moved to approve the amended order of the agenda; Mr. Campbell seconded the motion. The motion carried.

F. FACILITIES

1. Approval of Contractor for Veterinary Technology Facility

Bids were opened on November 1, 2018, at 2 p.m. for the general contractor for the Veterinary Technology Facility Project. The budget was estimated at \$5.4 Million for the construction contract. Nine bidders responded to the College's bid advertisement. There were three preferred alternates to the project. Trustees reviewed the bid tabulation sheet provided for base bids and alternates.

The bids ranged from the highest bid of \$5,298,000 to the lowest of \$4,476,000. Randolph & Son Builders, Inc. was low bidder at \$4,476,000.

Randolph & Son Builders, Inc. is a Pineville, North Carolina based company. A bid package was distributed to the Facilities Committee on Monday at the meeting and included a qualification form, list of references, and the Dun & Bradstreet business information report. This document was also made available at the Board meeting.

The low bid with preferred alternates is Randolph & Son Builders, Inc. at \$4,476,000. A Contractor's Qualification Statement was submitted to the Board for review. Ms. McCrory relayed that currently Randolph & Son Builders, Inc. has approximately \$50 million of work in progress and employs approximately 40 staff.

Mr. Ken Newell and Mr. Gary Sanchez of the Stewart, Cooper, Newell architectural firm, who were hired to design the Veterinary Technology Facility, attended the meeting and confirmed they had worked on previous projects with Randolph & Son Builders, Inc. and offered their support for the firm. The bid for the work is just under \$300/square foot. Mr. Newell felt the bid by Randolph was approximately 2% higher than the estimates by third party quotes given on the project last April of 2018, and noted that market inflation since April is now considerably more than 2%. One of the reasons for the \$300/per square foot price is due to soil contingencies and the medical piping and gas lines needed for the project.

	Original Project Estimate	Revised Budget Summary with Actual Bid
Contractor bid	\$4,471,000	\$4,476,000
Contingency	\$ 134,000	\$ 145,000
Owners Reserve	\$ 273,000	\$ 183,400
Design Fee	\$ 383,000	\$ 383,000
Equipment	\$ 139,000	\$ 89,600
Total Project	\$5,400,000	\$5,277,000

Project budget funding will be state bond funds (\$4,277,000) and special state allotment (\$1,000,000) for a total of \$5,277,000.

Upon a recommendation from the Facilities Committee, Mr. Dancoff moved that the Gaston College Board of Trustees approve Randolph & Son Builder, Inc.'s \$4,476,000 bid for the Veterinary Technology Facility. The motion carried.

G. FINANCE (Mr. Campbell represented Finance Chair Overcash as he was absent.)

1. FY 2019-2020 Lincoln County Operating Budget

The Lincoln County Manager's Office has requested that the College submit its County budget for 2019-2020 in January 2019. Capital expense and maintenance of the Lincoln Campus are budgeted by the County. The budget approved for the College by Lincoln County for FY 2018-19 was \$217,794 for operating expenses and \$30,000 for capital. The College is requesting an operating budget of \$239,184 from Lincoln County for 2019-20. This represents a \$21,391 increase.

The FY 2019-2020 budget includes the following budget requests:

- Funding retirement and health insurance increases (\$3,374)
- Funding a 3% salary increase (\$5,160)
- Funding a part-time receptionist (\$12,856)

The funding for a part-time receptionist will help fill the vacancy created when the position was eliminated from the county budget in FY 2011-2012.

N.C. statutes require the tax-levying authority of each institution provide adequate funds to meet the financial needs of the institution for capital, plant operations and maintenance, campus police and security, and support services. (GS. 115D-32)

The College is requesting a capital budget of \$50,000 from Lincoln County for 2019-2020. Capital needs continue to be identified that cannot be met with the current \$30,000 capital allotment.

The FY 2019-2020 Lincoln County Operating Budget request reflects an increase of \$21,391 from the approved budget of \$217,794 for FY 2018-2019, for a total budget request of \$239,184 and a capital budget request of \$50,000.

Upon a recommendation of the Finance Committee, Mr. Campbell moved that the Gaston College Board of Trustees approve the FY 2019-2020 Lincoln County Operating Budget as presented. The motion carried.

B. APPROVAL OF THE MINUTES FROM THE OCTOBER 1, 2018, BOARD OF TRUSTEES MEETING.

Chair Watson presented the Minutes of the October 1, 2018, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Sheriff Cloninger moved to approve the October 1, 2018, minutes; Mr. Dancoff seconded the motion. The motion carried.

C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Welcome/Introduction of New Employees

Dr. Skinner welcomed Ms. Sherry Carpenter, Staff Senate President, and Mr. Jeremy Railton, Faculty Senate President, to the meeting.

Dr. Dellinger Introduced:

Ms. Melanie DeKerlegand, Instructor-English (She did not attend.)

Ms. Kymme Barber, CCP Success and Outreach Coordinator

Ms. Teri (Lisa) Young, CCP Success and Outreach Coordinator

Dr. McElhoe Introduced (Dr. Dellinger introduced these new employees in Dr. McElhoe's absence):

Ms. Sheryl Brown, Coordinator-Testing Center/Chief HSE Examiner

Mr. Jeff Holman, Regional Safety Trainer – Customized Training Program (NCCCS)

Mr. William Thompson, Instructor-Fire Protection Technology/Emergency Management

2. Resolution in Honor of Mr. Virgil Cox, Dean of Engineering and Industrial Technologies

Chair Watson invited Mr. Virgil Cox to stand. He then presented/read the following resolution for adoption recognizing the outstanding accomplishments of Mr. Cox.

**Gaston College Board of Trustees Resolution
Honoring the Outstanding Accomplishments of
Dean Virgil Cox**

WHEREAS, Mr. Cox has provided valuable service since June 1, 1987, as Dean of Engineering and Industrial Technologies; and

WHEREAS, Mr. Cox provided academic and administrative leadership and daily direction and supervision of all programs and activities for the Engineering and Industrial Technologies Division in accordance with the purpose, mission, and goals of the College; and

WHEREAS, Mr. Cox established divisional goals and plans for accomplishing divisional purposes in support of the College mission; and

WHEREAS, Mr. Cox analyzed the need for new academic programs and pursued approvals for offering them as well as analyzed viability of approved programs; and

WHEREAS, Mr. Cox served to ensure quality instruction and services for students in the Engineering and Industrial Technologies division that met Gaston College, North Carolina Community College System, and SACSCOC criteria; and

WHEREAS, Mr. Cox worked to ensure maintenance of ABET standards and accreditation; and

WHEREAS, Mr. Cox cultivated relationships with industry professionals and the community and supported the work of Apprenticeship 321; and

WHEREAS, Mr. Cox identified professional development opportunities and activities provided by Pacific Crest, which led to the development of the College's Educational Philosophy; and

WHEREAS, Mr. Cox maintained and supported a safe learning environment for students and faculty; and

WHEREAS, Mr. Cox worked in collaboration with vice presidents, deans, and other administrators to effectively serve students, faculty, and staff; and assisted with improvements in advising and registration; and

WHEREAS, Mr. Cox participated in professional organizations; attended state, regional, and local conferences, workshops, trade shows, and development activities as appropriate; and participated in divisional and college-wide meetings and activities; and

WHEREAS, Mr. Cox served the College's academic technology needs in his role of Chief Educational Technology Officer; and

WHEREAS, Mr. Cox played a key role in the renovations of the Comer and Pharr Buildings; and

WHEREAS, Mr. Cox led the design, purposing and equipping of the Center for Advanced Manufacturing, a modern state-of-the-art manufacturing and engineering educational center; and

WHEREAS, Mr. Cox has rendered significant, steadfast, and noteworthy service as the Dean of the Engineering and Industrial Technologies Division;

NOW, THEREFORE,

Be it resolved that: The Board of Trustees of Gaston College hereby gives formal expression of its gratitude to Dean Virgil Cox and does hereby acknowledge the substantial contributions he has made to this institution during the past thirty-one years and directs that this Resolution be placed in the minutes of the Board of Trustees and a copy be given to Mr. Cox.

Respectfully,

Dr. Jim R. Watson, Chair
November 5, 2018

Stephen D. Campbell, Secretary

Chair Watson entertained a motion by Sheriff Cloninger, seconded by Mr. Campbell to adopt the resolution recognizing the outstanding accomplishments of Mr. Virgil Cox and record the resolution in the official Minutes of the Board of Trustees. The motion carried.

Chair Watson thanked Mr. Cox for his years of service and invited him to address the Board. Mr. Cox relayed that during his almost 32 years at Gaston College he had made three observations. Two he noted were because they had not changed, and the third one because it had changed significantly.

One observation that had not changed was the importance of good career counseling and/or advising, which a counselor cannot impart if they first do not know what the students' aspirations include. Gaston College provides this counseling.

The second observation was a major change that began in the early 1990's when the legislature forced the university system and community college system to work together to have credits earned at a community college toward an A.A.S. degree be transferable to a university so a student could continue on to a bachelor's or higher degree without repeating courses already taken. This changed the perception of community colleges as inferior educational institutions. Work needs to continue to make the public aware of all the transferable pathways and career programs available to students at Gaston College to reach their educational and/or professional goals.

Mr. Cox's third observation was about another occurrence at Gaston College that had not changed during the years. He feels Gaston College has successfully grown and continues to evolve to meet the needs of students and the communities' workforce needs. Dean Cox thanked the Board and Dr. Skinner for recognizing his work.

Dr. Watson thanked Dean Cox for his service and noted the challenge that Dean Cox had addressed that although improvements have been made through the years regarding access and transferability of program credits, work does need to continue.

Dr. Skinner offered her congratulations to Dean Cox for his many accomplishments during his tenure at the College. She added that he had been on her Search Committee when she became President of Gaston College in 1994 and expressed her gratitude to him.

She relayed that throughout the years he was responsible for raising the quality of the engineering and industrial technology programs, which have received national ABET accreditation. With ABET accreditation, Gaston College can be confident its programs meet the quality standards that produce graduates prepared to enter a global workforce. Dean Cox also played a pivotal role in establishment of the Center for Advanced Manufacturing. Dr. Skinner thanked him, again, for his service as an administrator and instructor and acknowledged the fine legacy he leaves behind.

3. Study Tours – Athens and the Greek Isles

Mr. Bob Blanton, Chair-Social and Behavioral Sciences/Instructor-History, came to the meeting to provide a presentation about the latest Study Tours trip taken in May 2018 to Athens and the Greek Isles; forty-two participants were on this trip. This is the fortieth year of Study Tours trips, which have covered 83 countries with 10-12 locations visited at each place. This is a not-for-profit program with the students involved ranging in age from young adult to senior citizens. The next Study Tours trip will be an eight-day Austrian Holiday tour to Vienna, Salzburg and Innsbruck in December. An informational brochure about this trip was distributed to the Board.

Mr. Blanton provided a picturesque slide show of the many sights and scenes viewed during the Athens and Greek Isles trip.

D. PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the October 1, 2018, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

- Faculty and Staff Meeting - On October 3, 2018, a Faculty and Staff meeting was held and updates were relayed by Dr. Skinner regarding the 2018-19 State budget allotment, faculty and staff salary increases, implementation of the new Aviso retention software, Veterinary Technology Facility, enrollment and implementation of Guided Pathways to Success.
- North Carolina Association of Community College Presidents (NCACCP) Monthly Meeting - The NCACCP met on October 7, 2018, in Raleigh. This meeting focused primarily on legislative priorities, House Bill 4 – Hurricane Florence Emergency Response Act, and a Senate Bill on School Calendar and Pay / Hurricane Florence.
- North Carolina Community College System (NCCCS) Conference - The NCCCS Conference was held in Raleigh on October 7-9, 2018. Twenty-eight of Gaston College's faculty and staff attended with Dr. Skinner.
- Gaston County Economic Development Commission (EDC) - The EDC continually works to bring new manufacturing and industrial companies to Gaston County. Dr. Skinner was invited to meet with members of the "Project Purple" team on October 10, 2018, as they

have interest in possibly building a facility locally. Gaston College's role would be to provide assistance with workforce training.

- NCCCS President Peter Hans Welcome Breakfast - Gaston College held a Community Welcome Breakfast on October 12, 2018, in the Rauch Fine Arts Gallery for the new NCCCS President Peter Hans. In spite of Hurricane Michael the prior day, over 75 people attended.
- Gaston College Dallas Campus Open House - On October 16, 2018, Gaston College hosted an Open House on the Dallas Campus. Approximately 126 families attended generating over 250 leads from those in attendance!
- North Carolina Institute of Medicine (NCIOM) Board of Directors Meeting - The NCIOM Board of Directors met on October 16, 2018; President Adam Zolotor provided updates on the current task forces and projects.
- Guided Pathways Institute II - The second of four Guided Pathways Institutes took place in Winston-Salem, at Forsyth Technical Community College, on October 18-19, 2018.
- ACCT Leadership Congress – New York, NY - The ACCT Leadership Congress was held in New York City, from October 24-27, 2018. Dr. Skinner attended along with Mr. Randy Vinson, Ms. Suzanne Riley, Mr. Tom Keigher, Ms. Ashley Hagler and Ms. Linda Hagler.
- Textile Technology Center and NC State University Update - On October 31, 2018, Dr. Skinner and Ms. McCrory had a conversation with NC State University Dean Hinks. The Dean had two requests: to schedule a planning meeting with Mr. Buff and to hire a facilities consultant to conduct an engineering assessment of Harney Hall and the Riverside facility. Those requests were arranged; however, there is still a concern that the NC State Chancellor has not formally "blessed" this initiative. Dr. Skinner will continue to apprise the Board as events unfold.
- PNC Economic Outlook - On November 2, 2018, Dr. Skinner attended the PNC Economic Forecast Breakfast sponsored by the Gaston Regional Chamber. Mr. Gus Faucher, a PNC Economist, expressed optimism for North Carolina's small and mid-sized business owners concerning the national and local economies. They did not foresee a recession in the next year or two, which was different from what other economists had relayed. Dr. Skinner distributed an information handout provided by PNC at the meeting related to this forecast.

E. SGA PRESIDENT'S REPORT

Ms. Rhyne, SGA President, gave the following update on SGA activities since October 1, 2018. The report in its entirety can be found in the Board meeting packet.

- Club Day - The Student Government Association hosted Club Day on October 2, 2018. The event gave students the opportunity to learn about student clubs and highlighted ways for them to be involved.

- Strategic Planning Committee - SGA Senator, Victoria Browne, was selected by the Office of the Vice President of Student Affairs & Enrollment Management to serve as the student representative on the Strategic Planning Committee.
- N4CSGA Fall Conference - On October 20-22, 2018, three executive board members, four senators, one student ambassador and the president of Men of Excellence attended the Fall 2018 N4CSGA Conference in Fayetteville, NC.
- Movie Night - Movie Night on the Lawn was held on October 24, 2018. During the event, students were able to enjoy fellowship while watching The Nightmare Before Christmas on the South Quad.
- Halloween Events - SGA sponsored Family Pumpkin Decorating and a Halloween Bash. Both events were a huge success with a total of 225 people participating.

F. FACILITIES

2. Gaston County Greenway Easement Request

The Gaston College Board of Trustees approved a motion at their October 1, 2018, meeting that supports granting an easement on the western tract of Gaston College property near the Public Safety training area to Gaston County. This would be for the construction of a greenway from Dallas Park to Gastonia Technology Parkway based upon the proposed trail alignment identified on maps presented by Gaston County, with the approved path to the west of the stream but as close to the stream bank as possible.

The Trustees also requested that they be kept apprised as the proposed easement document evolves prior to finalization with the County.

Dr. Jim Ragan, Trustee, and Mr. Carl Stewart, College Attorney, have collaborated to clarify the easement language related to liability and, while hold harmless language cannot be included in the document because of sovereign immunity doctrine, the County Attorney has agreed to include the College as an additional insured party on the County's liability insurance policy for matters related to the greenway. The College's insurance broker has confirmed that this will make the County's insurance coverage the primary coverage should a claim occur.

The final easement document will not be ready for execution for several months; awaiting completion by the County of the final design and metes and bounds property description, but the most recent draft was presented for the Board's information and review. This item was presented for information only.

3. Capital Report

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

Veterinary Technology Facility

The final bids for construction contractor for the Veterinary Technology Facility were due November 1, and the College's recommendation to the Board was brought forward earlier in the Board of Trustees meeting for approval. The groundbreaking ceremony for the Veterinary Technology Facility is scheduled for December 4, 2018.

G. FINANCE (Mr. Campbell represented Finance Chair Overcash as he was absent.)

2. Biannual Employment Vacancy/Turnover Report

In compliance with State Board Code 1A SBCCC 200.4 and Gaston College Policy 6-1.1, a biannual report detailing employment vacancy and turnover is required to be presented to the Board of Trustees. The report was presented for the Board's information and review. This is a new report where the intent is to provide visibility to the Board that the College's administration is filling key roles necessary for the effective operation of the College.

3. Supplemental State Budget Allocation

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

#2	Customized Training	\$64,287
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4. Financial Reports

A summary of expenditures for FY 2018-2019 through September 30, 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.

H. REPORT FROM NCACCT

Mr. Vinson reported the Fall 2018 NCACCT Leadership Seminar held September 5-7, 2018, in Asheville was highly successful; representatives of 57 of the 58 North Carolina community colleges were in attendance. The sessions that were offered were well received, and he felt that was primarily due to the work of the new NCACCT President/CEO, Ms. Julie Woodson. Ms. Woodson had worked previously as chief lobbyist for the NC Association of Realtors, the NC Association of Administrators, and the NC Chamber. Mr. Vinson feels she has many strategic contacts, and with that extensive experience, will serve the NCACCT well in the future.

Mr. Vinson reflected on his two-year term as Chair of the NCACCT Executive Board. He felt good that his efforts to stop the State Board from overreacting and implementing legislation that removed powers of local Boards of Trustees were effective. He will continue to keep the Board apprised of NCACCT events and concerns. Chair Watson thanked Mr. Vinson for his service.

I. CHAIRMAN'S REPORT

1. Board Resignation

Chair Watson relayed with sadness that that due to health concerns Mr. Ron Hovis had tendered his resignation from the Board. The Board will honor Mr. Hovis' service to the Board at a later time. The Gaston County Board of Commissioners is the appointing body for this position.

2. Voting

Trustees were encouraged by Chair Watson to vote in the November 6 election, if they had not already.

3. 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.

4. Holiday Well Wishes

Chair Watson wished all the trustees a healthy and happy holiday season.

J. ANNOUNCEMENTS

Chair Watson invited the Board to review the list of upcoming meetings and events. The next meeting of the Board of Trustees will be on January 18, 2019, at the Gaston Country Club for the Board's Retreat.

K. AJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Stephen D. Campbell, Secretary

Dr. Jim Watson, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)