

**MINUTES OF THE  
GASTON COLLEGE  
BOARD OF TRUSTEES RETREAT  
Gaston Country Club  
January 18, 2019**

**Members Present:** Mr. Stephen Campbell, Secretary  
Judge Craig Collins  
Mr. John Dancoff  
Mr. Tom Keigher  
Mr. Brad Overcash  
Ms. Janie Peak  
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

**Members Absent:** Sheriff Alan Cloninger  
Ms. Jennifer Davis

**Others Present:** Ms. Julia Allen, Mr. Todd Baney, Mr. Sam Buff, Dr. Dewey Dellinger, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Mr. Ron Hovis, Dr. Frank Markley, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Dr. Silvia Patricia Rios Husain, and Mr. Carl Stewart, College Attorney.

- **Chair Watson called the meeting to order at 8:35 a.m.**
- **Invocation – Mr. Campbell**
- **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.

- **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; Judge Collins seconded the motion. The motion carried.**

## **I. Welcome and Introductions**

Chair Watson welcomed everyone to the Retreat and thanked them for attending. He took a moment to relay information about the recent Legislative Coffee and Conversation event that had taken place January 14, 2019. Chair Watson had attended the event along with Representatives Bumgarnder, Hastings, Saine, and Torbett, four other Trustees, Dr. Skinner, and her Executive Council. This gathering was an opportunity to relay the NCCCS's 2019 Legislative Agenda; a productive, engaged dialog took place. Chair Watson thanked Ms. Allen and Mr. Overcash, Chair of the Ad Hoc Committee on Advocacy, for their work gathering and providing all the information for the meeting.

Chair Watson then took the opportunity to recognize **Mr. Tom Keigher**. Mr. Keigher is a graduate of Belmont Abbey College's class of 1974. At the College's 2018 Homecoming weekend reception, he was honored as a Notable Alumni and inducted into the "Alumni Wall of Fame." In his honor, an engraved plaque was placed on the "Wall" in Stowe Hall on the Belmont Abbey College Campus. The Board offered its congratulations to Mr. Keigher.

Chair Watson then introduced **Ms. Janie Peak**, a new trustee, to the Board. She had been appointed by the Gaston County Board of Commissioners to complete the unexpired term of Mr. Ron Hovis. Ms. Peak is a resident of Gaston County and a lifelong educator. She holds a Bachelor of Arts degree in English and Secondary Education and a Masters of Arts degree in Education from Lenoir Rhyne University. She also has a Masters of Arts degree from the University of North Carolina Charlotte. She taught high school English in Gaston County Schools for 38 years and has served on numerous local professional and civic boards and committees. Chair Watson welcomed Ms. Peak to the Board of Trustees.

**Mr. Ron Hovis** attended the Retreat Breakfast at the invitation of Chair Watson so the Board could formally thank him for his years of service on the Board. He was appointed by the Gaston County Board of Commissioners to serve on the Gaston College Board of Trustees and had served 7.5 years, almost two complete terms.

Since his appointment in 2011, Mr. Hovis had served two years as a member of the Board's Campus Affairs Committee, two years on the Finance Committee, and three years on the Facilities Committee. On the Campus Affairs Committee, he had helped guide the College through important policy decisions and was part of the approval process for several programs. During his years on the Finance Committee, he had helped guide the Committee through important financial decisions for the College related to its various budgets, capital projects, land acquisitions, the Connect NC State Bond referendum, and a legislative priorities resolution.

As a member of the Facilities Committee, he oversaw several building renovation projects and the opening of the Center for Advanced Manufacturing. Additionally, the location and architect for the Veterinary Technology Facility was determined during his tenure. Chair Watson added that much has been accomplished during Mr. Hovis' years of service on the Board.

Chair Watson relayed that Mr. Hovis' work as a Trustee had bolstered the College in many ways, and the College was grateful to him for his guidance on the Board Committees and for his commitment and dedication to the College's Mission and the Gaston College Board of Trustees. Chair Watson presented Mr. Hovis with a clock. Mr. Hovis thanked Chair Watson, Dr. Skinner, and the Board and expressed his appreciation for everything he had learned and the opportunity to serve Gaston College.

## **II. Strategic Planning Update**

Ms. Julia Allen introduced Gaston College's Strategic Planning Consultant, Dr. Frank Markley, with Paulien & Associates, who was attending the meeting to provide an update on the Strategic Planning Process. His partner in this process, Dr. Marty Mahler, was unable to attend due to family commitments. Dr. Markley's educational path began at Valencia Community College and continued to the University of Colorado where he received his Bachelor's, Master's and Ph.D. degrees. During his 30-year career, he has worked with over 220 community colleges. Information was also provided about Dr. Mahler's career, which included over 20 years of consulting in educational institutions, business and industry settings, and Departments of Education. Paulien & Associates consists of a team of 12 and has offices in Denver, Kansas City, and Orlando.

Dr. Markley explained his role in the strategic planning process as a facilitator, with the goal to deliver an outstanding plan for Gaston College. He explained the approach his company takes to include all College constituents in the process and the expectations of Gaston's Strategic Planning Committee to be advisors to his team. The timeline for the strategic planning process, what constitutes a strategic direction, strategic goal, and strategies to get there were all reviewed. Several charts presented tracked years of information about Gaston College's FTE enrollment, graduation rate, Gaston and Lincoln counties demographic changes, county populations by age group, Gaston and Lincoln counties job sectors, growth gaps, and occupational demands. This type of information is essential as the College strives to define its future strategic direction.

The presentation moved to the purpose of a SWOT-C (strengths, weaknesses, opportunities, threats-challenges) analysis. This tool helps to identify strategic issues and provides useful clues about how to resolve the issues identified. A Strategic Direction is a key statement that propels an institution toward its intended goal. It can define areas on which to focus moving forward, what to do better, and how to realign ideas toward needs in the future. These areas could cover growth and sustaining enrollments, enhancing learning and social environments, reviewing programs and pathways, marketing and outreach, and maximizing organizational effectiveness to thrive in the future.

Next, Dr. Markley reviewed the College's current Vision, Mission, and Core Values statements. A Vision statement outlines where you want to be; a Mission statement states how you will

get there and sets a tone for an institution as an internal motivational driver. A draft Gaston College Mission statement was reviewed and discussed. Next, the trustees reviewed the College's draft Core Values and offered comments and asked questions.

The draft Vision statement was then discussed. Part of the draft Vision statement was "to be a college of first choice," which was soundly approved by some of the trustees. Work will continue on all three statements with the comments from the trustees taken into consideration for the final versions, which will be brought back to the Board for review in the spring. The trustees requested a copy of this presentation be forwarded to them after the Retreat for further review. Ms. Allen encouraged the trustees to forward her any questions or concerns about the process and relayed that copies of all the Strategic Planning process documents were available on the Foundation website. A copy of the Strategic Planning presentation will also be kept with the minutes of the Retreat.

Dr. Skinner expressed her thanks to Dr. Markley as she felt his company's process to assist Gaston College with this new Strategic Plan has been one of the very best the College has undertaken. The data brought forward has provided insight and helped to discern a direction for the future. Dr. Watson, too, thanked Dr. Markley for his informative presentation.

### **III. Break**

### **IV. Board Survey and Self-Evaluation**

Copies of the Gaston College Board of Trustees Survey and Self-Evaluation questionnaire results were distributed to the trustees for their review. The survey had a 100% response from the Board members. Overall, Chair Watson felt the survey regarding the work of the Board was very positive. He distributed a list of the top six survey questions to which a majority of trustees agreed and reviewed each one with the trustees. Chair Watson commented that Board meetings do have an open climate for discussion and that the use of multimedia video screens in the Board Room had effectively helped in presenting materials at Board meetings. He relayed his hope that trustees always keep in mind they are ambassadors of the College and provide or clarify Gaston College information to its constituents whenever possible. Chair Watson recognized Trustee Keigher who encouraged trustees to develop one-on-one relationships with legislators and/or county officials as that approach was truly beneficial during budget negotiations.

Next, Chair Watson distributed and reviewed with the trustees the five survey questions that had received the lowest scores. He commented that although these questions received the lowest scores, they were not necessarily "low" scores as the lowest was 3.21 out of a possible 4.0.

One question concerned ways, other than donations, that the Board could support the College's Foundation and fundraising. Chair Watson called on Ms. Julia Allen for a response. Ms. Allen relayed how a Board Trustee had recently recommended to a friend the benefits of initiating a scholarship for students at Gaston College. This translated into the fact that over the holiday a \$50K scholarship was established with a first-time donor. Ms. Allen added that

information concerning wealth-management, estate planning, and efforts to energize a planned-giving educational effort will be brought to the Board at a later meeting.

The question with the lowest score centered on Board members attending College sponsored events on and off campus. Chair Watson recognized the Trustees' busy schedules, but encouraged trustees to come to events when they could. He noted that graduation, the Scholarship Legacy Dinner, the College's groundbreaking ceremonies, and the Textile Technology Center's 75<sup>th</sup> Anniversary Celebration were very worthwhile, celebratory events reflecting the very best of Gaston College.

Another low score concerned the Board's Advocacy Plan for trustees. Chair Watson called on Trustee Overcash, Chair of the Ad Hoc Committee on Advocacy, for his thoughts. Mr. Overcash indicated the Advocacy Plan was put into motion last year and was successful in its pursuit of short-term workforce training funds with the General Assembly and on a local level with the County Commissioners with regard to Gaston College's budget. He encouraged trustees to look for opportunities to reach out to our legislators and county commissioners and to let him know when they have made a contact. He would continue to keep up with the College's State delegation and follow up to provide them information concerning the College's legislative priorities for 2019.

Chair Watson thanked the trustees for their input with the survey and asked Board members for any other comments or clarifications they would like to address. Dr. Skinner added that a Board of Trustees Survey and Self-Evaluation is now a requirement of SACSCOC and was proud that Gaston College's trustees have been conducting this type of survey during the tenure of the last four Board Chairs. She relayed that after the Board Surveys and Self-Evaluations presentation the Gaston College Board provided for NCACCT in September 2018 many other community colleges requested a copy of Gaston College's survey to use as a reference as they created their own. She congratulated the Board for being a leader in this regard.

## **V. Preliminary Report on President's Priorities for 2018-2019**

The President's Priorities are based on several benchmarks – the Strategic Plan, status of goals from the prior year, and goals the administration identifies to attain for the coming year. The 2018-2019 priorities are currently in progress and will conclude June 30, 2019.

Dr. Skinner gave an update on each of the 2018-2019 priorities:

- I.** Manage and facilitate the funding and construction of the new Veterinary Medical Technology Facility with anticipated completion in late 2019.
- II.** Review and update College policies in preparation for the SACSCOC decennial review.
- 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.

- 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.
- 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.
- VI.** Broaden targeted outreach efforts with College constituents to raise awareness of and increase support for College priorities.
- VII.** Execute a strategic planning effort to guide institutional priorities for a five-year period beyond the conclusion of the current plan.

The complete President's Preliminary Priorities Report on each of the above 2018-2019 priorities is filed with the minutes of the meeting. Some of the highlights under each priority are mentioned below.

**Initiative I:** Under this initiative, Dr. Skinner highlighted that Gaston College's Veterinary Medical Technology Facility groundbreaking was held on December 4, 2018. Construction is underway with completion expected in December 2019. Dr. Skinner thanked the State of North Carolina for the additional \$1,000,000 appropriation to support the purchase of state-of-the-art equipment to enhance teaching and learning capabilities within the facility.

**Initiative II:** In preparation for the SACSCOC decennial review, Dr. Skinner relayed that the College has undertaken a review of all relevant policies. On October 2, 2018, each member of the Executive Council was asked to review the policies pertaining to their respective areas and recommend changes and/or edits as needed. This review is ongoing as needed for the SACSCOC decennial review.

**Initiative III:** Under the umbrella of workforce development and Apprenticeship 321 with Gaston and Lincoln county schools, Dr. Skinner highlighted several facts.

As of March 2018, two more employers had joined the consortium bringing to 15 the number of regional employers participating as members of Apprenticeship 321. Nineteen apprentices representing employers are currently participating in the program.

The College received favorable feedback from the National Science Foundation (NSF)-Advanced Technological Education (ATE) award for its reported work on Apprenticeship 321. During fall 2018, the College submitted another application to the NSF for funding to support the pre-apprenticeship program. A pre-apprenticeship collaborative program was formed with Lincoln, Gaston, and Cleveland County School Systems and Cleveland Community College. The program is building.

The Economic and Workforce Development (EWD) Division launched the Gaston College Center for Workforce Excellence in spring 2018, which is designed for those employers who may not qualify for a Customized Training project for assistance in meeting their organizational goals. As of December 2018, this new initiative resulted in the successful delivery of 24 individual courses to 209 employees representing 21 employers throughout the College's service region.

EWD launched a building Maintenance Certification program in spring 2017, and a fourth session of the program will be offered during spring 2019. Additionally, EWD is working with regional employers to investigate the potential for an Advanced Building Maintenance certification program.

EWD is partnering with the North Carolina Association of General Contractors and Goodwill Industries of the Southern Piedmont to develop entry-level, nationally-recognized certification training programs for the construction industry.

**Initiative IV:** Dr. Skinner reported several strategies have been continued and/or implemented to support student persistence and completion. Some highlights she touched on are below.

The Financial Aid Office (FAO) partnered with the Gaston Early College to host a Financial Aid Night in October 2018 for Gaston County high school students and parents 2018 to promote accessibility and affordability.

SGA partnered with the Student Success Committee to participate in Greeter Day, which was held August 20 and 21 at the Dallas Campus to welcome students on their first day of classes. SGA and the Student Success Committee also worked together to provide a Student Success Expo on September 4, which was an opportunity to provide information to students about resources available at Gaston College to help them succeed. SGA also collaborated with the Multicultural Affairs Committee to host a variety of workshops such as Workplace Diversity, Dress for Success, and Dining Etiquette.

The Minority Male Success Initiative was funded by the State Board of Community Colleges through June 2019. This program helps strengthen minority male student outcomes by encouraging participation and collaboration among student participants and College departments.

The College had a soft launch of Aviso, a new advising and retention software, in November and a full launch of Aviso Engage is scheduled for spring 2019.

The College continues to be involved with Achieving the Dream to promote student success and narrow student achievement gaps. Gaston College faculty and staff will be attending the DREAM annual conference this February.

The Distance Education Department began using Blackboard Ally, a new component of the Blackboard learning management system. It automatically runs all course materials in Blackboard through an accessibility checklist that identifies common accessibility issues.

Gaston College continues to move forward with its five-year accountability plan to increase accessible content in classrooms and with the College's online presence in Blackboard.

Gaston College is part of the NC Guided Pathways to Success (NC GPS) program initiative. The purpose of the NC GSP program is to assist colleges with implementation of guided pathways. The expected benefits for the College are increased number of credits that students earn in their first year, improved credential completion rates, increased retention and enrollment, greater internal efficiencies and cost savings, improved student learning outcomes, and greater alignment of program outcomes with local industry and transfer partners.

EWD continues to explore opportunities to initiate parallel professional certification courses and programs in collaboration with Curriculum, while providing a test bed for Curriculum faculty and departments that wish to try new courses and programs. In late fall 2018, a formal Memorandum of Understanding was implemented between EWD and Curriculum.

**Initiative V:** Dr. Skinner noted a few items that reflect the College's work on enrollment stabilization and growth strategies through partnerships/collaborations.

Career and College Promise courses are offered in morning classes on all three campuses, in the afternoon on the main campus, and online.

Use of the Interactive Video (ITV) classroom has continued to be a priority and allows the Arts and Sciences division to meet the demand for classes on all three campuses in the most efficient manner.

Over \$180,000 in scholarship support was allocated by the Gaston College Foundation to help provide greater educational access and success opportunities for students.

The College, in partnership with Gaston County Schools, was awarded a five-year Department of Education Upward Bound grant. The program serves 60 low-income, first-generation participants at two area high schools (Bessemer City High School and Hunter Huss High School) to promote student success through on-time graduation and post-secondary enrollment and completion.

A College-wide Open House was held on October 16, 2018; 126 families were in attendance, and over 250 leads were generated from the event and pre-registration.

Student Affairs will continue to offer the Career Coaches program as part of the NC Works Career Coaches grant in the following high schools: Bessemer City High School, Hunter Huss High School, Lincolnton High School, North Gaston High School, and West Lincoln High School.

**Initiative VI:** A few items Dr. Skinner reported to relay the College's work to broaden outreach and raise awareness of and increase support for College priorities include the following:

A new website for the Gaston College Foundation was launched in fall 2018, providing for a seamless online giving presence, greater awareness of available scholarship resources, and general Foundation information.

For the tenth year, in August, Gaston College partnered with Gaston County Schools (GCS) to hold Gaston County Schools' Teaching and Learning Conference. Over 1,200 teachers and administrators from GCS attended and participated in more than 130 professional development sessions. Representatives from Lincoln County Schools (LCS) were invited to attend this year's Teaching and Learning Conference; and for 2019, LCS has been invited to become a partner in the next Teaching and Learning Conference.

In December 2018, Administrative Services posted a new marketing position titled, "Digital Communications Manager." This position is responsible for digital communications strategies including developing, coordinating, and managing digital content for the College's website and all social media channels to market, advertise, and promote the College's brand to specific target audiences. This position will also assist with marketing and public relations strategies and projects by coordinating with internal and external stakeholders to achieve informed, aligned, and integrated marketing, advertising, and public relations.

**Initiative VII:** This final priority centered on the execution of a new strategic plan. The Strategic Plan presentation at the Board Retreat reported in-depth concerning this priority. Notes may be found on page 3 of the minutes, under *II. Strategic Planning Update*.

In conclusion, Dr. Skinner commented that she was very proud of the quality of leadership within Gaston College's faculty and staff to help students succeed. She expressed her appreciation of them.

### **Report on President's Leadership Roles for 2018-19**

Dr. Skinner provided a mid-year update on her Leadership Roles: National, State, Regional, and College Initiatives. Additionally, the report provided names of specific events the College has hosted and strategic events that she has attended to keep the College abreast of current trends, concerns, and new possibilities with regard to policies, curricula, and student success.

### **President's Proposed Priorities for 2019-2020**

At a retreat with her Executive Council Leadership Team in December, Dr. Skinner reviewed past plans and priorities and considered new institutional priorities. This resulted in a draft of Proposed President's Priorities for the coming year that were presented for review to the trustees at the Board Retreat. It was noted that these priorities are based on the current 2014-19 Strategic Plan. Some priorities may change based on results of the forums, surveys, and meetings conducted by Paulien & Associates and their work to formulate the 2019-2024 Strategic Plan.

The President's Proposed Priorities for 2019-2020 follow:

- I.** Continue to manage and facilitate the funding and construction of the new Veterinary Medical Technology Facility with anticipated completion in late 2019.
- II.** Continue preparation for the SACSCOC decennial review with a focus on reviewing and updating relevant policies, compliance certification, and Quality Enhancement Plan (QEP) development.
- 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 development and delivery of nationally, regionally, and industry recognized workforce certifications.
- IV.** Continue efforts to promote enrollment growth; foster student persistence and completion; reduce equity gaps; increase accessibility; and strengthen partnerships and collaborations through involvement in statewide and national initiatives such as guided pathways, developmental education redesign, and technology-assisted academic planning.
- V.** Broaden targeted outreach efforts with College constituents to raise awareness of and increase support for College and Foundation priorities.
- VI.** Identify successful outcomes of the completed 2014-2019 Strategic Plan and incorporate strategic initiatives identified through the 2019-2024 Strategic Planning process into institutional priorities moving forward.

(Based on 2014-2019 Strategic Plan Initiatives and Goals)

The Board reviewed each of the President's Proposed Priorities for 2019-20 (July 1, 2019, through June 30, 2020). The trustees asked questions about Gaston College's Career Coach program and services and/or opportunities for veterans. Dr. Skinner called on Dr. Husain to elaborate on these topics as they were part of the Student Affairs division. Dr. Husain provided brief comments to the questions and relayed that a more detailed update concerning each of those items would be compiled and sent to them for their information and review. The President's Proposed Priorities for fiscal year 2019-2020 will be presented for approval at the Board of Trustees meeting on March 25, 2019.

Chair Watson thanked Dr. Skinner for her report, which highlighted the many significant programs, processes, and initiatives currently in progress at the College.

## **VI. Chairman's Report**

Chair Watson brought forward several items of interest to the trustees.

**Cramerton Firing Range Agreement** – Chair Watson called on Ms. McCrory to present information on the Cramerton Firing Range agreement. Ms. McCrory reported that the agreement between Gaston College and the Town of Cramerton regarding the Cramerton Firing Range was complete, and the one-time payment of \$350,000 in funds designated as

part of the agreement had been delivered to the College. An irrevocable pledge of \$10,000 annually will also be paid to the College over a period of fifteen years as part of the agreement.

**NCACCT Report** – Chair Watson recognized Mr. Randy Vinson who provided the Board with an NCACCT update.

**New NCACCT/NCACCP Staff Member** – Ms. Ashley Blizzard has been hired part-time in this shared position, which is jointly funded, to act as a liaison and provide administrative support to the NCACCT Executive Board and the administrators involved as officers for the NCACCP. In previous years, the community college administrators who led the NCACCP had to rely on his/her own college staff to support them. Ms. Blizzard will be housed at the NCACCT office. She is very familiar with the NCCCS, the Political Action Committee (PAC) activities, and the General Assembly; her previous work experience will be beneficial in this role.

**Community College PAC Update** - The previous plan to build funding for the PAC was not successful. The PAC works to promote funding for community college priorities with the House and Senate through lobbying efforts. With a resolve to restructure, it was determined that a position at the NCACCT could be created to do office work for the PAC as long as the employee did not spend more than 35% of their time working on PAC activities. This position will be housed in Raleigh. It is hoped activities associated with this position will increase funding for the PAC, which hopefully, will translate to improved funding negotiations with the House and Senate regarding the community college system.

**NC Community College Legislative Day** – Community College Day will be held April 3, 2019, in Raleigh at the NC Museum of History in the Daniels Auditorium. Mr. Vinson provided the agenda for the day, which would begin with a Welcome at 10:30 a.m. The NCCCS's priorities will be relayed and talking points given to assist community college constituents in effectively providing legislators details concerning community college funding needs. Mr. Vinson encouraged Trustees to attend.

**Senate and House Newcomers** – Mr. Vinson provided a list of the Senate and House newcomers. His report provided detailed information about each person.

**NCACCT Strategic Plan Update** – Mr. Vinson reviewed with the trustees a copy of the NCACCT 2018 Strategic Plan in an effort to relay accomplishments for the year. He then brought forward the goals of the NCACCT 2019 Strategic Plan, which included: Legislative Advocacy, Quality Trustee Training, and Communication and Collaboration. All of these goals build on the accomplishments of the 2018 Strategic Plan.

**Western Region Trustee Training** – A one-day event that covered New Trustee Training, Reappointed Trustee Training and a Legislative Panel discussion was held last year in the western part of North Carolina; however, this year it will be held in the eastern part of the State. Trustees were encouraged to attend if they could not make it to the other trainings offered by the NCACCT in the spring and fall.

**Belk Center Training Initiative** – This is an initiative to establish a Trustees Institute with funding from a \$10.8 million grant. Mr. Vinson relayed the next steps that were being taken to set up this Institute and the goal to create on-boarding modules that new trustees could use to immediately provide them trustee training once appointed.

**Executive Assistants Training** – The NCACCT is working to provide an Executive Assistants training in early summer 2019. A tentative agenda for this event was presented. This type of training had been done previously several years ago and was well received.

Chair Watson thanked Mr. Vinson for his report and appreciated his efforts to keep the Board informed.

### **Next Meetings:**

**Campus Affairs Committee Meeting** – Date to be determined.

**Finance and Facilities Committees Meeting** – Monday, March 19, 2019

**Board of Trustees Meeting** – Monday, March 25, 2019

**Statement of Economic Interest (SEI)** – Each year trustees must submit a SEI disclosure. This will need to be completed by April 15, 2019. Ms. Dillon will send out notices to remind trustees to be sure to complete this statement.

**Community College Legislative Day** – As mentioned previously, this event will be held April 3, 2019, which is also the first day of the NCACCT Law/Legislative Seminar. Chair Watson encouraged trustees to attend.

**NCACCT Law/Legislative Seminar** – The NCACCT Law/Legislative Seminar will be held April 3-5, 2019, at the Sheraton Raleigh. More information will be coming out about this event very soon. Several informative sessions will be offered, and Ethics Training will be available for those trustees who are due for this training. Ms. Dillon will be in touch with those needing the various trainings.

**ACCT Liaison** – ACCT has requested each Board of Trustees to establish an ACCT Liaison to keep them informed regarding what each Board is doing in their community to support student success and completion. Likewise, the ACCT Liaison will relay to their respective Board updates on ACCT initiatives and activities. Mr. Randy Vinson has accepted this appointment request from Chair Watson.

**Additional Packet Documents** – Chair Watson pointed out that in the Trustees Board packets an updated copy of the Board Meeting Schedule was included. He specifically noted that the **June Board meeting had been moved from June 10 to June 17**. Also included were an updated Trustee Contact List and Board Committees List to include new Trustee Janie Peak.

In conclusion, Chair Watson thanked the trustees for attending the Retreat. He reiterated that a copy of the Strategic Plan presentation would be sent electronically to them and any comments and/or questions could be addressed to Ms. Julia Allen.

It was also mentioned that a future State Bond Referendum may be proposed. This could be an opportunity to advocate for a new Student Affairs building, which has long been pushed back due to other College priorities.

Chair Watson thanked Dr. Skinner and the Executive Council for all the information provided to the Board. He also thanked the Executive Administrative Assistants for their efforts in coordinating the meeting logistics. He, especially, thanked Ms. Allen for her work during this Strategic Planning process.

**There being no further business to come before the Board, Chair Watson adjourned the Retreat at 1:00 p.m.**

**Respectfully submitted,**

**Steve Campbell, Secretary**

**Dr. Jim Watson, Chair**

**Mary Ellen Dillon, Recording Secretary**

**(College Seal)**