

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
September 23, 2019**

Members Present: Sheriff Alan Cloninger
Mr. John Dancoff, Vice Chair
Ms. Jennifer Davis, Secretary
Ms. Iris Hopper
Mr. Steve Huffstetler
Mr. Tom Keigher
Mr. Brad Overcash, Chair
Ms. Janie Peak
Mr. James Smith
Ms. Natalie Tindol
Mr. Randy Vinson
Dr. Jim Watson
Ms. Tyazia Herring, SGA President

Dr. Patricia Skinner, President

Members Absent: Mr. Stephen Campbell
Ms. Suzanne Riley

Others Present: Mr. Todd Baney, Ms. Natacha Barbosa, Mr. Chuck Costner, Ms. Jasmine Cox, Dr. Dewey Dellinger, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Cory Glasser, Ms. Denisha Guy, Ms. Renita Johnson, Ms. Kathy Livsie, Mr. Joshua Mays, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Silvia Patricia Rios Husain, *Pepper* Robot, Mr. Don Rusch, Mr. Luke Upchurch, Dr. Heather Woodson; and Mr. Carl Stewart, College Attorney.

- **Chair Overcash called the meeting to order at 4:00 p.m. A quorum was present for the meeting.**
- **Invocation – Mr. Dancoff**
- **Ethics Awareness and Conflict of Interest Reminder**

Chair Overcash 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 Overcash asked if there were any changes, additions, or corrections to the agenda. None were identified. Mr. Huffstetler moved to approve the agenda; Ms. Peak seconded the motion. The motion carried.

B. APPROVAL OF THE MINUTES FROM THE AUGUST 26, 2019, BOARD OF TRUSTEES MEETING.

Chair Overcash presented the Minutes of the August 26, 2019, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Mr. Huffstetler moved to approve the August 26, 2019, minutes; Ms. Davis seconded the motion. The motion carried.

C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Welcome/Introduction of New Employees

Dr. Skinner welcomed Mr. Joshua Mays, Faculty Senate Vice President; Ms. Jasmine Cox, Staff Senate President; and Mr. Cory Glasser, a doctoral student from Wingate University.

Dr. Skinner introduced:

Mr. Chuck Costner, Lead Product Development/Maintenance Specialist-Textile Technology Center

Ms. Denisha Guy, Chemistry Lab Specialist-Textile Technology Center

Dr. McElhoe Introduced:

Ms. Natacha Barbosa, WIOA Youth Specialist-Life Skills

2. Recognition of Service to the Board of Trustees: Dr. Jim Watson

Chair Overcash stated it was his honor to thank Dr. Jim Watson for the great service he had provided as Chairman of the Board during the last three years. He was glad Dr. Watson would continue to serve as a member of the Board.

Chair Overcash then relayed that Dr. Watson was appointed by the Lincoln County Board of Commissioners to serve on the Gaston College Board of Trustees in 2008, and he wanted to thank Dr. Watson for serving as Chairman the last three years. As chair, he had led the Board through a number of critical initiatives that included challenges with the budget, completion of a new Facilities Master Plan, the building completion and opening of the Center for Advanced Manufacturing, and the ground breaking for the Veterinary Medical Technology Facility. He had also celebrated with the Board as students won the Jack Kent Cooke Scholarship, student success initiatives improved student retention and completion, and a 2019-2024 Strategic Plan was finalized.

Chair Overcash acknowledged that Dr. Watson's work had helped provide stability to the College, guided the Board through its strategic plans and goals, and enhanced educational opportunities for our students to reach their career goals thereby elevating the workforce within our communities. As Board Chair, Dr. Watson had bolstered the College in many ways, and the Board was grateful to him for his guidance, commitment, and dedication to the College's Mission and the Gaston College Board of Trustees. Chair Overcash presented him with a gift as a token of the Board's appreciation.

3. Demonstration of New Educational Technology

Dr. Dellinger had invited Dr. Heather Woodson, Associate VP for Academic Affairs and Ms. Kathy Livsie, Program Coordinator-Manufacturing Technology/Instructor Mechanical Engineering Technology, to attend the Board of Trustees meeting to provide a demonstration involving "Pepper," Gaston College's four-foot robot. Pepper is a programmable robot the College acquired in February 2019 in an effort to engage students and create interest in the science and mechanical engineering programs. Since "her" arrival, the students have been programming Pepper to respond to questions about Gaston College; it had taken the students two lab periods to program her to talk. She also dances and does the "dab." Pepper has been to several high school events and has been very popular with the students. She was also quite popular at this year's sciVisit and with the Lincoln County eighth graders that came to the Dallas Campus for a tour.

Over time, Gaston College students in the engineering department will continue programming her speech by adding more to her response repertoire, which will enhance her ability to reply to direct questions students might ask about Gaston College and its programs. This one-on-one ability fascinates younger students, which results in this outreach function being very successful.

Chair Overcash thanked Dr. Woodson and Ms. Livsie for the informative demonstration.

PRESIDENT'S REPORT

Following is a summary of Dr. Skinner's activities and travel since the August 26, 2019, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

- President's 25th Anniversary/Retirement Gala – Dr. Skinner relayed her thanks to the Gala Committee for the work they did organizing the wonderful Gala event. She also thanked the Board members who spoke at the event for all their accolades as she felt truly honored and was appreciative of their kind words.
- EducationNC and John M. Belk Endowment Visit - On August 27, 2019, Gaston College welcomed representatives from EducationNC and the John M. Belk Endowment. The two groups are traveling the state, visiting all of the community colleges to become familiar with things that make each college unique and learn about the challenges facing all of the colleges.

- Lincoln Campus Facilities Update - Gaston College representatives met with Gaston County Manager, Kelly Atkins, on August 28, 2019, to discuss plans for the additional space the College will occupy once the Senior Center becomes available at the end of September.
- North Carolina Institute of Medicine (NCIOM) Annual Meeting - The North Carolina Institute of Medicine's Annual Meeting held on September 5, 2019, focused on *Transforming Medicaid in North Carolina*.
- Lincoln Chamber Legislative Luncheon - The Lincoln/Lincolnton Chambers of Commerce held a Legislative Luncheon on September 6, 2019.
- Apprenticeship 321 Signing Ceremony - On September 9, 2019, Gaston College held its third Apprenticeship 321 signing ceremony. Fourteen new apprentices made a commitment to their respective programs.
- President's Cabinet Meeting – The Gaston College President's Cabinet met on September 12, 2019. Presentations included the New Fact Book, an update on the Finish Line Grants, and the NeoGov New Hire Orientation. Some highlights of the Divisional/Departmental reports were also provided.

E. SGA PRESIDENT'S REPORT

Ms. Herring, SGA President, gave the following update on SGA activities since August 26, 2019. The report in its entirety can be found in the Board meeting packet.

- SGA Pop-Up - The SGA Pop-Up information desk was implemented to bring awareness about the Student Government Association. During the Pop-Up, SGA sets up at various locations around campus to interact with more students.
- CBCC Blood Drive - On September 10-11, 2019, SGA sponsored a blood drive OneBlood.
- Patriot Day - On September 11, 2019, the SGA held a Patriot Day event in remembrance of 9/11.
- Lunch and Learn Workshop - On September 13, 2019, SGA sponsored a workshop on Cultural Competency.
- Five Dollar Friday - SGA implemented a new initiative this year for students to have the opportunity to attend a cultural, educational, and/or social trip for only \$5.
- Stars and Stripes Day - In celebration of Constitution Day, the Stars and Stripes event was held on all three Gaston College campuses on September 17-19, 2019.

F. CAMPUS AFFAIRS

Ms. Jennifer Davis thanked the Board for the opportunity to serve as Chair of the Campus Affairs Committee. The Campus Affairs Committee had met at 2 p.m., prior to the full

Board Meeting. A quorum of the Committee was present for the meeting. Ms. Davis relayed that the Committee had unanimously approved the changes/new policies brought forward to the Committee through a group motion. She then called upon Mr. Baney to walk the Board through the policies that would be presented for their consideration.

Mr. Baney relayed that Gaston College is accredited by the Southern Association of Colleges Commission on Colleges (SACSCOC) and is due for a re-accreditation visit in 2021. In 2019, the Executive Council prepared to review and update relevant policies in preparation for the SACSCOC decennial review. The scope and focus of the policy review includes clarifying various aspects of current policies, updating terminology, and determining policy versus procedure. This review of Gaston College's policies has affirmed they comply with SACSCOC accreditation standards and with the regulations set forth by the State Board of Community Colleges. The modifications to the policies must be done now so updates to College materials such as its catalogues/handbook, brochures/flyers, and the website are all in agreement.

The process to approve/change a policy usually starts in a particular division with the development of a team to commence a review. The new or revised policy is then reviewed by the President and the Executive Council, where they will either approve the policy or provide feedback. From there it travels to an internal Policy Review Committee for review, which is a Committee made up of various factions within the College. It is then presented to either the Finance/Facilities Committee or the Campus Affairs Committee depending on its substance and brought to the full Board of Trustees for consideration.

The policies now up for consideration by the Board include:

1. Student Affairs Policies for Review

For consideration, this Action Item included a Summary of Recommended Policy Changes for the listed Student Affairs policies:

1. Policy 4-1, Admissions
2. Policy 4-8, Registering for Courses
3. Policy 4-13, Standards Governing Student Enrollment
4. Policy 4-16, Standards of Student Conduct
5. Policy 4-24, Counseling and Career Development
6. Policy 4-35, Veterans Education Benefits
7. Policy 4-36, Financial Aid
8. Policy 4-38, Student Government Association
9. Policy 4-41, Veterans Education
10. Policy 4-47, Official Publications

2. Education and Instruction-Curriculum Policies for Review

For consideration, this Action Item included a Summary of Recommended Policy Changes for the listed Education and Instruction-Curriculum Policies:

1. Policy 5-1.1/5-1.2 (5-1), Academic Freedom and Open Discussion
2. Policy 5-1.4 (5-7), Curriculum Development and Revision
3. Policy 5-1.8 (5-16), Use of College and Non-College Owned Education Facilities
4. Policy 5-1.10 (5-19), Advisory Committee
5. Policy 5-1.11 (5-22), Repeating a Curriculum Course for Credit
6. Policy 5-1.12, New Program Development and Evaluation
7. Policy 5-1.13 (5-25), Evaluation and Development of Existing Programs
8. Policy 5-1.14, (5-28), Course Syllabi and Related Course Standards
9. Policy 5-1.19 (5-40), Faculty Senate
10. Policy 5-1.25, (5-46), SACS Policies and Substantive Change
11. Policy 5-2 (5-49), Instructional Support
12. Policy 5-3 (5-52), Distance Education

Mr. Baney relayed that going forward the numbers shown in the parentheses reflect how the policies will be logged. That is so they follow the format used for other policies in the other sections of the Policy and Procedures Manual.

3. New-Research Involving Human Subjects Policy

As Gaston College is a recipient of federal grants involving human subjects, the College is required to have an Institutional Review Board (IRB) to protect the rights of those human subjects, ensure their safety and confidentiality of records, and make sure that any research is done in an ethical manner. The College's IRB has been in existence since 2016 when the College received federal funding. This policy is being added to ensure that all campus parties are aware of and adhere to federal and local standards of ethical research involving human subjects and submit any applicable research to the IRB for review and approval.

4. New-Faculty Qualifications Policy

Standard 6.2a of the SACSCOC Principles of Accreditation states that the institution will justify and document the qualifications of its faculty. Additionally, SACSCOC publishes faculty credential guidelines that match those proposed in the new policy.

5. New-Responsibility for Program Coordination Policy

Program coordination relates to principle 6.2c of the SACSCOC Principles of Accreditation, which states that institutions will assign appropriate responsibility for program coordination. The new policy defines the process of assigning that responsibility.

6. EWD Accountability and Integrity Policy and Plan

In accordance with the North Carolina State Board of Community College Code (1D SBCCC300.4) and Policy 5-5 Accountability and Integrity, the following Accountability and Integrity Plan is designed to establish and define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement for the delivery of

courses and programs offered through the Division of Economic and Workforce Development. The policy and plan will be reviewed every three years by the College's Board of Trustees.

7. EWD Internal Class Visitation Plan

The EWD 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 plan will be reviewed every three years by the College's Board of Trustees.

After the policies were shared with the Board, Chair Davis asked if they had any questions or comments regarding them. No questions were raised. Chair Davis brought forward the policies for approval through a group motion.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees accept the changes to the Student Affairs Policies for Review and the Education and Instruction-Curriculum Policies for Review; approve new policies - Research Involving Human Subjects Policy, the Faculty Qualification Policy, and the Responsibility for Program Coordination Policy; and approve the EWD Accountability and Integrity Policy and Plan, and the EWD Internal Class Visitation Plan as presented. The motion carried.

G. FACILITIES

1. Capital Report

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

Veterinary Medical Technology Facility

Ms. McCrory reported that the project is moving ahead as expected. Masonry and structural steel are 90% complete. Bar joists, decking and mansards are 75% complete. She expects building dry-in by end of October. Overall, fifty-eight percent of the contract work has been completed as of September 11, 2019.

H. FINANCE

1. Finance, Operation, and Facilities and Technology Services Policy Review Changes

In preparation for the fall 2021 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) on-site visit, policies and procedures were reviewed and updated by each division in the spring and submitted to a policy review committee in July.

The committee approved all recommended changes for the Finance, Operations and Facilities Division and Technology Services. A summary of recommended changes and accompanying draft policies was reviewed.

Upon the recommendation from the Finance Committee, Mr. Smith moved that the Gaston College Board of Trustees approve the Finance, Operations, and Facilities and Technology Services policy changes as presented. The motion carried.

2. Supplemental State Budget Allocation(s)

Supplemental State Budget Allocations received after the FY 2019-20 State Budget was finalized.

#1	Regional Trainer	\$ 128,187
	Customized Training	130,337
	Minority Male Success Initiative	35,000
	Total	\$293,524

3. Financial Reports

A summary of expenditures for FY 2019-2020 through August 31, 2019, 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 relayed that work on the 2019-2020 budget continues behind the scenes with the NCACCT, the NCCCS, and the NCACCP; however, there had not been any movement lately.

He also reported on an NCACCT trustee training event in Western North Carolina that was being held to accommodate trustees that lived too far away to attend the fall Wilmington NCACCT Leadership Seminar. At this time, 44 trustees are scheduled to attend.

J. CHAIRMAN'S REPORT

Chair Overcash thanked the Board for their vote of confidence in confirming him as Chairman for 2019-2020. He noted that the Board represents a distinguished group of citizens, some of whom have been past Board Chairs, and still serve. He noted that even in the sometimes-difficult times of the day, he was pleased that the focus of the group remained what was best for Gaston College.

1. Survey of Board Committees

Chair Overcash thanked the Trustees for their responses to the Survey of Board Committees and relayed that everyone had gotten their first choice. He directed the trustees to a listing of the Committees in the back of their packets. He thanked Mr. Dancoff

for serving, again, as Facilities Committee Chair, Mr. Smith for returning to serve as Finance Committee Chair, and Ms. Davis for agreeing to serve as Campus Affairs Committee Chair.

2. Presidential Search Update

In addition to the members already appointed to the Presidential Search Committee, Chair Overcash reminded the Trustees that at the August Board meeting there were three additional voting members and six additional non-voting members of the Presidential Search Committee that needed to be identified.

Newly appointed voting members of the Presidential Search Committee include: Mr. Dancoff, Ms. Peak, and Ms. Tindol.

Newly appointed non-voting members of the Presidential Search Committee include: Representative Saine (Lincoln Community Leader); Ms. Carter (Gaston Community Leader); Ms. Herring (SGA President); Ms. Hupp (Faculty Senate President); and Ms. Cox (Staff Senate President). For the Faculty and Staff selections, Chair Overcash said he went with the Presidents of the Faculty Senate and Staff Senate as they had been determined by their peers. One additional non-voting member from the Gaston College Foundation has not as yet been identified.

Chair Overcash entertained a motion by Mr. Keigher to approve the newly appointed voting and non-voting members of the Presidential Search Committee. Ms. Davis seconded the motion. The motion carried.

Chair Overcash relayed that the Search Committee was scheduled to meet immediately following the Board of Trustees Meeting. He further commented that he would bring back a report about the meeting to them in October.

3. Trustee Contact List

Chair Overcash pointed out that an updated Trustee Contact List was in the back of their packet and instructed Trustees to contact Ms. Dillon with any updates needed.

4. Gaston College Foundation

Chair Overcash encouraged the trustees to contribute to the Foundation in any amount they could. He would like to report back 100% participation by the Board of Trustees.

5. The President's 25th Anniversary/Retirement Gala

The Gala to celebrate Dr. Patricia Skinner's 25th Anniversary as President of Gaston College and her upcoming retirement was held September 21, 2019. Chair Overcash reported it was a wonderful, well-done event. He relayed that it was obvious that the community sincerely appreciates the work Dr. Skinner has done as Gaston College's President. He thanked the Gala Committee for their work coordinating the event.

K. ANNOUNCEMENTS

A list of announcements was located on page 2 of the agenda.

L. AJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Jennifer P. Davis, Secretary

Mr. Bradley Overcash, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)