

**Minutes of the  
Gaston College  
Board of Trustees Meeting  
Myers Center Board Room  
October 14, 2019**

**Members Present:** Mr. John Dancoff, Vice Chair  
Ms. Jennifer Davis, Secretary  
Ms. Iris Hopper  
Mr. Steve Huffstetler  
Mr. Brad Overcash, Chair  
Ms. Janie Peak  
Ms. Suzanne Riley  
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  
Sheriff Alan Cloninger  
Mr. Tom Keigher

**Others Present:** Mr. Todd Baney, Mr. Sam Buff, Ms. Jasmine Cox, Dr. Dewey Dellinger, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Lori Hupp, Mr. Travis Hogue, Ms. Renita Johnson, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Jennifer Nichols, Ms. Jennifer Phillips, Dr. Silvia Patricia Rios Husain, Ms. Alisa Roy, Mr. Luke Upchurch, Dr. Heather Woodson; and Mr. Carl Stewart, College Attorney.

- **Chair Overcash called the meeting to order at 4:01 p.m. A quorum was present for the meeting.**
- **Invocation – Ms. Tindol**
- **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. Dr. Watson moved to approve the agenda; Ms. Davis seconded the motion. The motion carried.**

**B. APPROVAL OF THE MINUTES FROM THE SEPTEMBER 23, 2019, BOARD OF TRUSTEES MEETING.**

**Chair Overcash presented the Minutes of the September 23, 2019, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.**

**Ms. Peak moved to approve the September 23, 2019, minutes; Mr. Huffstetler seconded the motion. The motion carried.**

**C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS**

**1. Welcome/Introduction of New Employees**

Dr. Skinner welcomed Ms. Lori Hupp, Faculty Senate President, and Ms. Jasmine Cox, Staff Senate President, to the meeting.

Dr. Dellinger introduced:

Ms. Christen Jones, Secretary-Engineering Technologies (She did not attend.)

**2. Student Success Initiatives Presentation**

Dr. Silvia Patricia Rios Husain and Dr. Heather Woodson provided a presentation centered on the many support services and programs available for Gaston College students. Dr. Husain stated that when she came to Gaston College twelve years ago several success initiatives were in place and current efforts have focused on elevating those initiatives to the next phase.

Dr. Husain began the presentation by providing information on the Career and College Promise initiative available for high school students. This program includes 17 career and technical education pathways along with two college-transfer pathways for students. Enrollment data provided revealed a significant increase in both headcount and the number of classes taken from 2016-18. A rebranding of this program to *College Now* is currently in the works.

The next success initiative presented was made possible through a grant—the NCWorks Success Coach Grant. Funding from the grant provides for career coaches in high schools to assist students in determining career goals and identifying community college programs. Two high schools in Lincoln County and three high schools in Gaston County have Success Coaches who offer students a variety of services; services are also available

for counselors. Data concerning the increasing number of students advised during 2016-18 highlighted the impact the Success Coach Grant program is making.

Likewise, data from the Minority Male Success initiative and the TRiO program illuminated the effect these initiatives are having related to student success rates. Dr. Husain stated both programs focus on giving front-line assistance to students whether it concerned advising, transfer planning, financial or career planning, or other needs that affect a student's ability to keep focused on their education. Next, Dr. Husain spoke about the benefits students are finding by using services provided in the Writing Center and Learning Center. In both areas, depending on their needs, students can find face-to-face or small group tutoring, a quiet place to study, and resources to improve their grades. Before closing her portion of the presentation, Dr. Husain answered a few questions asked by the Board.

Dr. Woodson then provided information on the history and progress of the Early Alert initiative used at the College. Currently, the College uses a software application called Aviso to monitor student early alerts. This computer application allows faculty and staff to see a student's full history of early alerts and to see if their recommendations to the students are being followed; it also includes the resolution of cases. Aviso has automated alerts for attendance, course average, and Blackboard login; students also receive achievement notices when their grade average is above 85%. Access to the Aviso System is limited to faculty and appropriate staff, thereby maintaining confidentiality of data. Data provided by Dr. Woodson showed significant increases in, not only early alerts, but also grade achievement notices and input of instructor notes and conversations with students since 2009.

Other Information provided by Dr. Woodson concerned the SPARC program and its Professional Development Conference, scholars and other recognitions, and funding for the program. Dr. Woodson summed up all the success initiatives by providing data that reflected a lower percentage of withdrawals and overall increase in student success and completions from 2012 to 2019. A copy of the presentation will be maintained with the minutes.

The Board gave Drs. Husain and Woodson a round of applause. Mr. Vinson commented that he is very proud of the work being done by Gaston College to encourage and help students succeed. He is especially proud that Gaston College set the standard before it became popular. Chair Overcash offered his appreciation for the very thorough presentation and commented that as Trustees they all want to better understand what is happening with the College's programs and how those programs are helping students succeed. Dr. Skinner expressed her gratitude to the many people all over campus involved in initiatives related to student success adding that everyone is working in the same direction—all wanting Gaston College's students to be successful. She noted that at regional, statewide or national events many sessions are geared to student success, and many Gaston College faculty and staff have been presenters at them.

## **PRESIDENT'S REPORT**

Following is a summary of Dr. Skinner's activities and travel since the September 23, 2019, Board meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting.

- Gaston County Schools Business Advisory Council Meeting - The Gaston County Schools Business Advisory Council met on Tuesday, September 24, 2019. As their Vision Statement reflects, this is "a collaborative partnership between schools, businesses and the community focused on empowering students to attain career success."
- Hunter Douglas 100 Years of Innovation - The Hunter Douglas Window Designs Division celebrated its 100th Year of Innovation on September 25, 2019. Dr. Skinner was invited to join them for this celebration as they view Gaston College as a partner in their success.
- Western Presidents Meeting - A meeting of the NCCCS Western Presidents took place on September 27, 2019. An enrollment update was provided; however, another focus of the meeting was to inform the Western Presidents of an opportunity that was being made possible by the John M. Belk Endowment to initiate a fund development assessment process for each community college's foundation.
- Gaston County Manager, Dr. Kim Eagle, Tours Gaston College - On Tuesday, October 1, 2019, Gaston County Manager, Dr. Kim Eagle, and Mr. Matthew Rhoten, Gaston County Financial and Management Services Director, came to Gaston College's Dallas Campus to meet with Ms. McCrory and Dr. Skinner.
- University of North Carolina at Charlotte (UNCC) 49erNext Co-Admissions Program - UNC Charlotte is currently launching 49erNext Co-Admissions partnerships with other North Carolina community colleges and has approached Gaston College's administration to gauge its interest. Additionally, East Carolina University has invited Gaston College to participate in their Pirate Promise program, which is similar to the UNCC program. Also, NC State's Community College Collaboration program, which started with ten community colleges, is now expanding; and Gaston College will possibly participate in that endeavor. These programs will further enhance Gaston College students' transfer potential.
- Gaston College Held Second Annual Open House – Gaston College held its second Annual Open House on October 8, 2019. This was an opportunity for students to tour the campus and ask questions about programs and services that are available to them. Approximately 150 families attended.
- Personnel Announcement – Dr. Skinner announced that Dr. Husain will be leaving to take a position at the University of South Carolina. She thanked Dr. Husain for her twelve years of service as she has done an excellent job as Vice President of Student Affairs and Enrollment Management. Chair Overcash congratulated Dr. Husain on her announcement, stated she would be missed, and the Board gave her a round of applause.

## **E. SGA PRESIDENT'S REPORT**

Ms. Herring, SGA President, gave the following update on SGA activities since September 23, 2019. The report in its entirety can be found in the Board meeting packet.

- GC Birthday Celebration - In celebration of Gaston College's 55<sup>th</sup> birthday, SGA held a GC Birthday Celebration on September 23, 2019.
- SGA Pop-Up - The SGA Pop-Up was implemented to bring awareness about the Student Government Association. During the Pop-Up, SGA sets up at various locations around campuses to interact with more students.
- N4CSGA Western Division Meeting - On Saturday, September 28, 2019, Gaston College SGA hosted the Western Division Meeting for the North Carolina Comprehensive Community College Student Government Association.

## **F. CAMPUS AFFAIRS**

Ms. Jennifer Davis reported that the Campus Affairs Committee had met at 3 p.m., prior to the full Board Meeting. A quorum of the Committee was present for the meeting. Similar to last month's meeting, after a careful one-by-one review of the policies, the Committee had unanimously approved the changes brought forward in one motion. Ms. Davis then asked Mr. Baney to guide the Board through the policies under consideration.

Mr. Baney relayed that the policies up for review are part of the larger policy review project Gaston College is undertaking in preparation for the SACSCOC decennial visit in fall 2021. Mr. Baney reminded the Board of the careful vetting process the policies undergo before they come to the Board. For the most part, the modifications to the policies were editorial, procedural, or modifications to bring them into compliance with State Board Code. There was a change that was noted in the Campus Affairs Meeting regarding the numbering sequence for Policy 5-10-Continuing Education Criteria for Course Creation and Policy 5-34-Work-Based Learning. Policy 5-10 would now become 5-106 and Policy 5-34 would become 5-109. This renumbering would keep curriculum policies together in one section and likewise EWD policies together.

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 4-5, Enrollment Under 16 Years Academically Gifted Students
2. Policy 4-6, Admissions Residency Classification and Classification Appeal
3. Policy 4-9, Auditing Courses
4. Policy 4-11, Processing Registration Change Forms
5. Policy 4-12, Tuition and Fee Refunds

6. Policy 4-15, Attendance
7. Policy 4-18, Student Final Grade Appeal
8. Policy 4-25, Transfer of Credits
9. Policy 4-28, Class Rosters
10. Policy 4-29, Grading
11. Policy 4-30, Records System
12. Policy 4-33, Transcripts
13. Policy 4-37, Graduation
14. Policy 4-39, Student Organizations
15. Policy 4-40, Student Publications
16. Policy 4-46, Determination of Credit Hours Awarded for Courses and Programs
17. Policy 4-48, Drug-Free Campus - Students

## **2. Academic Affairs Policies and the Workload Policy for Review**

For consideration, this Action Item included a Summary of Recommended Policy Changes for the listed Academic Affairs Policies and the Workload Policy:

1. Policy 5-1.7 (5-13), Textbook and Instructional Materials Selection
2. Policy 5-1.17, Faculty Schedules and Load
3. Policy 5-1.18 (5-37), Faculty Responsibilities
4. Policy 5-1.22, Part-time Faculty
5. Policy 5-1.23, Advising, Course Loads, and Schedule
6. Policy 3-39, Workload

## **3. Economic and Workforce Development Policies for Review**

For consideration, this Action Item included a Summary of Recommended Policy Changes for the listed Economic and Workforce Development Policies:

1. Policy 5-1.5 (5-10), Continuing Education Criteria for Course Creation
2. Policy 5-1.16 (5-34), Work-Based Learning
3. Policy 5-4 (5-100), Economic and Workforce Development

## **4. Miscellaneous Policies for Review**

For consideration, this Action Item included a Summary of Recommended Policy Changes for the listed Miscellaneous Policies:

1. Policy 1-10, Trustee Travel
2. Policy 2-5, Staff Senate
3. Policy 1-12, Institutional Research

Mr. Baney asked if there were any questions after the review of the policies. There were none.

**Upon a recommendation from the Campus Affairs Committee, Ms. Davis moved to approve all the policy changes brought to the Board as presented. The motion carried.**

Ms. Davis added her gratitude for all the work done behind the scenes by the staff to make the review of the policies as simplified as possible.

Later during the meeting, a question arose as to which policies were approved. Mr. Baney explained that each area (Student Affairs Policies, Academic Affairs and the Workload Policy, EWD Policies, and Miscellaneous Policies) were listed as individual items. However, the Campus Affairs Committee elected to have only one motion after the review of all the sections of policies. The motion covered all the policies. Chair Overcash asked if any of the Board members wished to discuss any of the policies in the packet.

**In order to clarify, Chair Overcash requested a review of the motion and asked Board members to reconfirm their vote to approve all policies in the different areas as presented in the packet. The vote to approve the motion was reconfirmed.**

#### **G. REPORT FROM NCACCT**

Mr. Vinson reported that, thanks to assistance from the NCACCT lobbyist, a bill had passed the House floor that provided for all the NCCCS Office items in the budget except salary and capital items and/or expenses. He was hopeful that the remaining items would pass soon. These items concerned community colleges, K-12, and State agencies; separate bills may be passed for each of those items. Chair Overcash thanked Mr. Vinson for his report and his work on behalf of community colleges.

#### **H. PRESIDENTIAL SEARCH COMMITTEE UPDATE**

As Sheriff Cloninger, the Chair of the Presidential Search Committee, could not be at the meeting, Chair Overcash provided his report. The Presidential Search Committee met September 23, 2019, and reviewed, discussed, and approved the Presidential Search Website, General Search Timeline, Presidential Prospectus, and Position Profile and Application Requirements. Every trustee should have received a copy of that information; and, it is available to all on the Gaston College website, which went live on September 27, 2019. Applications are currently being received. To receive full consideration, application materials must be received no later than October 31, 2019; however, the position will remain open until it is filled.

Mr. Baney and Mr. Stewart had disseminated the application information through a local, state, and national advertising campaign that included traditional and online ads and channels/media that included the Chronicle of Higher Education, the Diversity Network, and many others. The Search Committee will meet in early or mid-November to review application materials that have been received that meet minimum qualifications.

## **I. CHAIRMAN'S REPORT**

### **1. Appointment to the Presidential Search Committee**

Pending Board of Trustees approval, the following individual agreed to serve on the Presidential Search Committee as a representative of the Gaston College Foundation Board of Directors:

Mr. Chad Melvin

This was the last remaining position that needed to be filled on the Presidential Search Committee in the non-voting category.

**Chair Overcash entertained a motion from Mr. Vinson that the Gaston College Board of Trustees approve the appointment of Mr. Chad Melvin to serve on the Presidential Search Committee as stated above. Mr. Dancoff seconded the motion. The motion carried.**

## **J. ANNOUNCEMENTS**

Chair Overcash relayed the next meeting of the Finance/Facilities Committees will be November 11.

The Campus Affairs Committee will meet November 18, at 3 p.m., prior to the full Board of Trustees meeting at 4 p.m. Chair Overcash thanked Ms. Davis and the staff for their work on the policies project.

The Scholarship Legacy Dinner is scheduled for November 14 at 6 p.m.; Chair Overcash reminded trustees to be sure to send in their RSVP for the event.

In closing, Chair Overcash wanted to provide a little more detail to the email the trustees had received concerning an event to be held in Dr. Skinner's honor on January 30, 2020, at 6:00 p.m. This event will be a fun program with Dr. Skinner's administrative staff. When the invitation is sent, Trustees will be invited to sign up for a 2-3 minute spot to relay to the group a warm memory, funny happening, or tasteful roast of Dr. Skinner. Chair Overcash asked trustees to please save the date.

## **K. AJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:23 p.m.



**Respectfully submitted,**

**Jennifer P. Davis, Secretary**

**Mr. Bradley Overcash, Chair**

**Mary Ellen Dillon, Recording Secretary**

**(College Seal)**