

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Board Room
February 17, 2020**

Members Present: Mr. Stephen Campbell
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
Ms. Tyazia Herring, SGA President

Dr. Patricia Skinner, President

Members Absent: Sheriff Alan Cloninger
Mr. John Dancoff, Vice Chair
Ms. Suzanne Riley

Others Present: Ms. Shelly Alman, Mr. Todd Baney, Ms. Tonia Broome, Mr. Sam Buff, Mr. Nick Cable, Ms. Jasmine Cox, Dr. Dewey Dellinger, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Tammy Eason, Ms. Lynda Ellington, Mr. Nick Hardin, Mr. Mark Houser, Ms. Lori Hupp, Ms. Cynthia McCrory, Dr. Dennis McElhoe, Mr. Rico McIlwain, Ms. Stephanie Michael-Pickett, Ms. Julie Ostrowski, Dr. Audrey Sherrill, Mr. Luke Upchurch; and Mr. Carl Stewart, College Attorney.

- **Chair Overcash called the meeting to order at 4:02 p.m. A quorum was present for the meeting.**
- **Invocation – Ms. Peak**
- **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. No conflicts were identified.

A. APPROVAL OF THE AGENDA

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

B. APPROVAL OF THE MINUTES FROM THE NOVEMBER 18, 2019, BOARD OF TRUSTEES MEETING.

Chair Overcash presented the Minutes of the November 18, 2019, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Ms. Peak moved to approve the November 18, 2019, minutes; Ms. Davis seconded the motion. The motion carried.

APPROVAL OF THE MINUTES FROM THE JANUARY 10, 2020, BOARD OF TRUSTEES RETREAT.

Chair Overcash presented the Minutes of the January 10, 2020, Board of Trustees Retreat and asked if there were any additions or corrections. No changes were identified.

Mr. Campbell moved to approve the January 10, 2020, minutes; Mr. Huffstetler seconded the motion. The motion carried.

APPROVAL OF THE MINUTES FROM THE JANUARY 10, 2020, CALLED BOARD OF TRUSTEES MEETING.

Chair Overcash presented the Minutes of the January 10, 2020, Called Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Mr. Vinson moved to approve the January 10, 2020, minutes; Mr. Keigher seconded the motion. The motion carried.

C. WELCOME/INTRODUCTIONS AND SPECIAL PRESENTATIONS

1. Welcome/Introduction of New Employees

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

Dr. Dellinger Introduced:

Mr. Nick Cable, Instructor-Broadcasting Production Technology, 9-Month

Ms. McCrory Introduced:

Mr. Nick Hardin, Maintenance Technician

Dr. McElhoe Introduced:

Mr. Mark Houser, Lead Instructor-Emergency Medical Science, 9-Month

Dr. Skinner Introduced:

Dr. Audrey Sherrill, Vice President for Student Affairs and Enrollment Management

Dr. Jennifer Nichols, Associate Vice President for Student Affairs

Ms. Julie Ostrowski, Director-Marketing

Ms. Tammy Eason, Admissions/Financial Aid Specialist

Dr. Skinner then made an Organizational Announcement, which was a surprise to the person involved. She relayed that as of March 1, 2020, Mr. Todd Baney's titled would be changed from Chief Administrative Officer for Administrative Services to Vice President for Administrative Services / CHRO. Mr. Baney has been with the College over eleven years and has led key administrative services for the College, including Human Resources, Campus Police and Security, Professional Development, Marketing and Public Relations, and WSGE Radio. He also directed all projects related to the development of policies and procedures for the College. Dr. Skinner thanked Mr. Baney for all he has done for the College and remarked this distinction was well-deserved.

2. Gaston College Foundation and Development Office Update

Mr. Luke Upchurch, Interim Chief Development Officer and Executive Director of the Gaston College Foundation, came before the Board to provide an update related to the Foundation and giving options available. He provided a handout that explained the purpose of the Foundation as a 501(c)(3) non-profit organization, which raises, invests, administers, and disburses funds exclusively for charitable, scientific, or educational purposes for the benefit of Gaston College. He explained the various forms contributions may take and how funds may be either designated or undesignated. Some examples of designated funding include Capital, Designated, Endowed and Annual Scholarship funds.

Mr. Upchurch then proceeded with a PowerPoint presentation that provided specific detail about the Development Office structure and how it is governed, which is by a Board of 14 Directors. This Board meets quarterly and acts as trustee of the Foundation's assets and ensures that the organization is well managed and remains fiscally sound.

Mr. Upchurch provided the Board with financial details related to scholarships, cash, and investments. He also provided information related to the number of donors for 2018 and 2019 and methods available for giving to the Foundation. He noted that Gaston College Policy 2-7 states the purpose of the Foundation, entities from which the Foundation may accept gifts, various types of gifts allowed, and how gifts are reviewed prior to acceptance due to special liabilities they may pose for the College and the College Foundation.

Dr. Skinner thanked Mr. Upchurch for taking on the Interim position and was very grateful for the significant funding the College has received through his leadership. Mr. Overcash thanked Mr. Upchurch for the informative report.

D. PRESIDENT'S REPORT

Following are some points of interest for which Dr. Skinner wanted the Board to be aware since the November 18, 2019, Board meeting. This was her last report as President of Gaston College as she retires March 1, 2020.

- 49erNext Agreement - Gaston College has worked out details of the 49erNext Co-Admissions partnership with UNC-Charlotte. UNCC developed this program for students who start at a community college with the intention of transferring to earn a bachelors degree.
- Congresswoman Virginia Foxx - Congresswoman Foxx visited the College in January. She met with Executive Staff and took a tour of the Dallas Campus.
- New Gaston Early College in Belmont - Gaston College was recently notified that it has received preliminary approval to open the Gaston Early College of Medical Sciences at the Kimbrell Campus in Belmont.
- Jack Kent Cooke Semifinalist for the 2020 Undergraduate Transfer Scholarship - Dr. Skinner announced that Gaston College, once again, has a semi-finalist for the Jack Kent Cooke Scholarship. Selected scholars will be announced in early April.
- SPARC Scholar Accepted into Veterinary School - Dr. Skinner reported that one of Gaston College's SPARC Scholars, Ms. Christian Joy Williams, who graduated last May, has been accepted into the North Carolina State University Veterinary program.
- Thank you - Dr. Skinner took the opportunity to thank the Board for all their support during her tenure as President. She had especially enjoyed the four celebratory events given in her honor this year, and she had one more coming up with the alumni and students. She also thanked College Attorney Carl Stewart for his stalwart assistance during the years through various issues. She also thanked Ms. Carol Denton, Mr. Sam Buff, the Faculty and Staff Senate Presidents, her Executive Council, and Administrative staff for their support.

E. SGA PRESIDENT'S REPORT

Ms. Herring, SGA President, gave the following update on SGA activities since November 18, 2019. The report in its entirety can be found in the Board meeting packet.

- National Conference on Student Leadership - On November 22-24, 2019, four student leaders attended the National Conference on Student Leadership in Orlando, Florida.

- Belmont Christmas Parade - On December 3, 2019, students representing Gamma Beta Phi and the Student Government Association participated in the 70th Annual Belmont Christmas Parade.
- Stress-Free Day - During the last week of fall classes, SGA provided exam survival kits to students on all three campuses. The kits were designed to energize and help students prepare for final exams.
- SGA Canned Food Drive - SGA collected 126 canned good items for the TRiO Food Bank in December 2019.
- Toys for Tots - SGA held its annual Marine Corps Toys for Tots drive in December 2019.
- Welcome Back - SGA's Welcome Back for the Spring Semester was held on each of the three campuses through celebrating National Food Holidays.
- Valentines for Vets - From January 27 to February 8, 2020, the Student Government Association held "Valentines for Vets," an initiative which provides Gaston College students the opportunity to offer kind words and appreciation for the sacrifices of local veterans.
- Vision 2020 Lunch and Learn Workshop - On January 23, 2020, SGA hosted Vision Board Workshop. In celebrating the new year, students had the opportunity to self-explore, reflect, and set new goals.
- Communication Skills Lunch and Learn Workshop - On January 28, 2020, SGA hosted a workshop on communication skills and its importance in determining a person's work effectiveness and career success.

F. CAMPUS AFFAIRS

Ms. Jennifer Davis, Chair of the Campus Affairs Committee, relayed to the Board that the Committee was bringing forward several policies for the Board's review and approval. Chair Davis asked Mr. Baney to guide the Board through the policy changes.

1. Policies for Review

Mr. Baney reported that the Campus Affairs Committee had met at 3 p.m., prior to the full Board Meeting; all the Committee members had been present for the meeting. He directed the trustees to the Summary of Recommended Policy Changes, which he covered briefly with them as all had been carefully vetted in the Campus Affairs Committee Meeting.

However, there was one additional statement that would be added to Policy 2-1, to reflect that *the President is mandated by North Carolina GS § 115D to participate as a member of the Textile Technology Center Advisory Board*. The Campus Affairs Committee had approved the changes to all the policies they reviewed, along with the addition of the above statement to Policy 2-1.

The policies up for consideration by the Board included:

- | | |
|------------------------|--|
| 1. Policy 1-1 | Policy Development/Implementation |
| 2. Policy 1-2 | Mission and Purpose |
| 3. Policy 1-3 | Governance/Organization |
| 4. Policy 1-4 | Role of the Board of Trustees |
| 5. Policy 2-1 | General Authority, Duties, and Responsibilities of President |
| 6. Policy 2-2 (Delete) | Organization Charts |
| 7. Policy 2-3 | Key Administrative Position Descriptions |
| 8. Policy 3-111 | Employee Performance Development |
| 9. New Policy | Safe Student Performance in CTE Programs |

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the Policies as presented, with the additional edit to Policy 2-1 as noted and approved by the Campus Affairs Committee. The motion carried unanimously.

Chair Overcash thanked Mr. Baney, Ms. Denton, and the Campus Affairs Committee for all their work bringing forward the policies.

G. FACILITIES (Ms. McCrory presented the Items as Mr. Dancoff was absent.)

1. Sign Replacement – Dallas Campus

The electronic sign facing U.S. 321 has reached its end of life and is no longer repairable. It was originally installed in 2005 at a cost of \$35,845. The electronic sign is an important messaging board for college notifications. Additionally, there are two monument-style Gaston College signs on campus (at the Cherryville Highway entrance and on Tower Boulevard) that require refurbishment and upgrade. The estimated cost for replacement and upgrade of the electronic sign is \$75,000 - \$100,000. The cost of refurbishment of the monument-style signs was not defined at this time. This project will require bidding through the NC Department of Administration Purchase and Contracts Interactive Purchasing System. Gaston County capital funds will be utilized for these projects. Currently, there is a \$500,000 balance available in the fund. This item will come back to the Facilities Committee if the bids for the signs are significantly over the range.

Upon the recommendation of the Facilities Committee, Chair Overcash, on behalf of Mr. Dancoff, moved that the Gaston College Board of Trustees approve these projects. The motion carried.

2. Capital Reports

Veterinary Medical Technology Facility

Ms. McCrory reported that over ninety percent of the contract work was completed as of January 8, 2020. The expected completion date is now March 4, 2020, and may go into April due to weather delays.

Firing Range Cover

Site work has begun. The Range Cover is in fabrication and scheduled for delivery mid-February. The project is progressing on schedule.

David Belk Cannon Parking Lot Expansion

The curbs and sidewalks for this project are complete. The project is 20% complete as of January 31, 2020.

Lincoln Campus Space Renovation

A space utilization study is underway with ADW Architects and a cross-functional college committee to determine the best use of new and existing space on the Lincoln Campus. Existing programs include Licensed Practical Nursing (LPN), Nurse Aide, Cosmetology, transfer programs, Career and College Promise (CCP) courses, and continuing education courses. The committee has included the addition of several new programs, including Pharmacy Technician, Esthetics, Nail Technician and Massage Therapy.

They have also identified increased support of business and industry in Lincoln County as a priority, by adding a Business and Industry Conference Center, which will have a large common meeting space and break-out rooms.

Other improvements under discussion include improving LPN classroom space, expanding the Library space, adding more student collaborative spaces and consolidating Student Affairs and Business Office functions to one area for the convenience of students and prospective students.

The existing Lincoln Campus lease with Lincoln County related to the old Lincolnton Middle School building must be updated to include the Senior Center space before the College can formally begin renovations.

H. FINANCE

1. Financial Audit – Gaston College

Cherry Bekaert completed the financial audit for fiscal year ended June 30, 2019, in late December. Vice President Cynthia McCrory, Controller Shelly Alman, and Finance Committee Chair James Smith met with Ms. Karen Walker, Cherry Bekaert Director of Assurance Services, for a closing audit meeting on January 13, 2020.

Cherry Bekaert issued an unmodified (or “clean”) audit report. The audit results summary noted:

- Clean opinion
- Good internal controls
- No adjusting journal entries
- No findings
- Full cooperation with management

The auditor's opinion letter, governance letter, and internal control letter were reviewed by the Board. This item was presented for the Board's information and review.

Mr. Smith informed the Board that copies of the audit were available on the back table if they wanted to take one to review. He then thanked the Finance Committee, Ms. McCrory, and especially Ms. Shelly Alman for their meticulous work with the College's financial records.

2. Financial Audit – Gaston College Foundation

Cherry Bekaert has completed the financial audit for the Gaston College Foundation for the fiscal year ended June 30, 2019. The audit results were presented to the Foundation Board of Directors at their meeting of December 11, 2019.

Cherry Bekaert issued an unmodified (or "clean") audit report for the Foundation, citing, "All significant transactions have been recognized in the financial statements in the proper period. In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2019..."

Regarding internal controls testing, Cherry Bekaert's report stated that "...during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses."

There were no corrected misstatements of the financial statements. One adjustment was identified during the audit that reduced total assets and total revenue to present value by approximately \$26,000 to discount long-term contributions receivable related to the Town of Cramerton's pledge. The auditor's opinion letter, governance letter, and internal control letter were reviewed by the Board. This item was presented for the Board's information and review.

3. EAGLE Audit

Enhancing Accountability in Government through Leadership and Education (EAGLE) is the State's internal control program that was established by the Office of the State Controller (OSC) to meet the requirements of House Bill 1551, Chapter 143D "State Governmental Accountability and Internal Control Act."

REVIEW

EAGLE program activities touch a number of areas within the College, including Accounting, Purchasing, Human Resources, and Financial Aid. This year's testing included all high risk financial accounts, plus IT general controls program.

The College's internal control testing activities found no significant issues this year.

In addition to internal control testing, the EAGLE program also provides a set of performance standards focused on Federal Grants, General Accounting, Procurement, and

Student Financial Aid. The College met all of the performance standards. This item was presented for information only; no action was required.

4. Supplemental State Budget Allocation

Supplemental State Budget Allocations received after the FY 2019-2020 State Budget was finalized.

#3	Customized Training	\$173,963
	Equipment Carryforward	178,125
	Instructional Resources Carryforward	13,046
	Basic Skills	87,701
	Other PBF	58,725
	Adult Education and Literacy	17,426
	Total	\$528,986
#4	Customized Training	\$33,600
#5	Customized Training	\$ 65,844
	Career Coach	92,358
	Basic Skills	175,704
	Total	\$333,906
#6	Customized Training	\$ 56,374
	Longevity	363,963
	Total	\$420,337

5. Financial Reports

A summary of expenditures for FY 2019-2020 through January 31, 2020, for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year was provided for the Board’s review and information.

I. REPORT FROM NCACCT

Mr. Vinson reminded the Trustees of the upcoming NCACCT Law/Legislative Seminar March 18-20, 2020, and encouraged the Trustees to attend. He relayed that several excellent sessions have been planned. He also provided information about a taskforce that has been formed to revamp the PAC. They are meeting in Greensboro on March 3 and are hoping for a productive meeting.

J. ANNOUNCEMENTS

Chair Overcash encouraged the Trustees to be sure to review the Announcements listed on the Agenda.

K. EXECUTIVE SESSION

Chair Overcash entertained a motion to move into Executive Session pursuant to GC § 143-318.11.(a)(6). Mr. Keigher moved to enter into Executive Session, Mr. Smith seconded the motion. The motion carried.

Chair Overcash entertained a motion to close the Executive Session and return to Open Session. Mr. Keigher moved to return to Open Session, Mr. Campbell seconded the motion. The motion carried.

1. NAMING OF GASTON COLLEGE SIGNATORIES

Per North Carolina GS § 11D-58.3. Provision for Disbursement of State Money

Money in the State Current Fund and other moneys made available by the State Board of Community Colleges shall be released only on warrants drawn on the State Treasurer, signed by two officials of the institution designated for this purpose by the board of trustees.

Per North Carolina GS § 115D-58.4. Provisions for Disbursement of Local Money

All local public funds received by or credited to an institution shall be disbursed on checks signed by the two officials of the institution who shall have been designated by the board of trustees.

Upon the retirement of Dr. Patricia Skinner, President of Gaston College, the Board of Trustees is required to name two signatories to approve distribution of State and local funds per General Statute. Gaston College proposes that Ms. Cynthia McCrory and Mr. Todd Baney assume the roles of signatories for the distribution of funds from the State Board of Community Colleges and all local public funds.

Therefore, it was resolved that Gaston College Board of Trustees approved the naming of Ms. Cynthia McCrory and Mr. Todd Baney as signatories for the distribution of funds from the State Board of Community Colleges and all local public funds. Ms. Tindol moved to approve Ms. McCrory and Mr. Baney as signatories; Mr. Campbell seconded the motion. The motion carried.

2. PAYMENT FOR PRESIDENTIAL SEARCH

Gaston College Attorney Carl Stewart and Mr. Todd Baney, Vice President for Administrative Services and Human Resources, coordinated the Presidential Search Process resulting in substantial cost savings to the College. External search firm fees can range from \$30,000 to \$60,000. Duties related to the Search included, but were not limited to, preparation of the Presidential Prospectus, collection and verification of applicant's qualifications, guidance to the Presidential Search Committee regarding Human Resource procedures and/or standards related to interviewing and confidentiality, and conducting interviews to identify the top three candidates. In the near future, they will also facilitate the second-round interviews. As this has been a time consuming and elaborate process,

the Gaston College Board of Trustees elected to reward this effort with a one-time payment to Attorney Stewart and Mr. Baney for services rendered above and beyond their regular duties. The Gaston College Foundation budget had funding set aside to pay for the Presidential Search Process.

Therefore, it was resolved that upon the recommendation of the Gaston College Board of Trustees a request will be made for a one-time payment from the Gaston College Foundation of \$10,000 for Attorney Carl Stewart and \$15,000 for Mr. Todd Baney for services rendered in conducting the Presidential Search. Mr. Vinson moved to pay \$10,000 to Attorney Stewart and \$15,000 to Mr. Baney for services rendered in conducting the Presidential Search. Ms. Tindol seconded the motion. The motion carried.

3. DATE FOR CALLED BOARD OF TRUSTEES MEETING

The Gaston College Board of Trustees will have a Called Board Meeting on Saturday, February 22, 2020. An announcement will be sent out to the public.

L. SPECIAL PRESENTATION

GASTON COLLEGE BOARD OF TRUSTEES RESOLUTION

Recommendation of Dr. Patricia Skinner, President of Gaston College, for President Emeritus Status

It was the honor of the Board of Trustees to highly recommend Dr. Patricia Skinner for approval of President Emeritus Status for having demonstrated a distinguished professional career and for having made significant contributions to Gaston College as highlighted below:

Dr. Patricia Skinner has provided valuable service as President of Gaston College since 1994 and has overseen all facets of operation of the College serving as the College's chief executive officer reporting to the Board of Trustees. As President, she provided leadership for the implementation of Board policies and corresponding organizational procedures to promote the mission of the College by supporting student success and access to lifelong learning.

She responsively managed, with administrative authority and leadership, all aspects of college programs, including: instructional and student services; supervision and evaluation of all employees; planning and budgeting; technology; outreach and public relations as well as coordination with the NCCCS Office. Dr. Skinner worked to enhance the fiscal soundness of the College by seeking and acquiring donations, gifts, bequests, and similar contributions. In the community, she promoted positive relationships, open communication with all constituencies, and many cooperative partnerships with local schools, business and industry enterprises, and the State and local government to provide opportunities and internships for students.

As a record to Dr. Skinner's accomplishments during her tenure, she built eleven new buildings and added two College campuses, which more than doubled the College's instructional and administrative space. She also increased the number of graduates from 347 in 1994 to 1,455 students in 2019, transitioned the North Carolina Center for Applied Textile Technology to become part of the College known as the Textile Technology Center, established many student success initiatives to promote retention and completion, and increased the number of regional employees trained through the Customized Training Program by 1,120%. She also completed five Gaston College Strategic Plans and five Facilities Master Plans during her 25 years as President of Gaston College.

Dr. Skinner has been committed to exhibiting leadership based on the qualities of trust, integrity, honesty, mutual respect, forthrightness, cooperation, high expectation, gratitude, and confidence in colleagues; and has set a high standard of professionalism that is portrayed to colleagues, students, and the community. She has represented the College with sincere dedication and vigor.

It is for the above reasons Gaston College Board of Trustees highly recommended Dr. Patricia Skinner for designation as President Emeritus.

Therefore, it was resolved, that the Gaston College Board of Trustees moved that Dr. Patricia Skinner, President of Gaston College, be granted President Emeritus Status as she has demonstrated a distinguished professional career and made significant contributions to Gaston College during her 25-year tenure as President. Mr. Smith moved; the entire Board seconded the motion. The motion carried unanimously.

M. CHAIRMAN'S REPORT – No Report

There being no further business to come before the Board, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,

Jennifer P. Davis, Secretary

Mr. Bradley Overcash, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)