

**Minutes of the
Gaston College
Called Board of Trustees Meeting
Myers Center Auditorium
March 16, 2020**

Members Present: Sheriff Alan Cloninger
Mr. John Dancoff, Vice Chair
Ms. Jennifer Davis, Secretary
Mr. Steve Huffstetler (Call-In)
Mr. Brad Overcash, Chair
Ms. Janie Peak
Ms. Suzanne Riley
Mr. James Smith
Mr. Tim Smith (Call-In)
Ms. Natalie Tindol
Mr. Randy Vinson
Ms. Tyazia Herring, SGA President

Ms. Cynthia McCrory, Acting President

Members Absent: Mr. Stephen Campbell
Ms. Iris Hopper
Mr. Tom Keigher

Others Present: Dr. Allison Abernathy, Ms. Shelly Alman, Mr. Todd Baney, Ms. Jasmine Cox, Dr. Dewey Dellinger, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Mr. Travis Hogue, Ms. Lori Hupp, Ms. Renita Johnson, Dr. Dennis McElhoe, Ms. Stephanie Michael-Pickett, Dr. Audrey Sherrill, Mr. Luke Upchurch; 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. He thanked the Trustees for attending to conduct the important business of the College during the current Coronavirus pandemic.**
- **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. One Action Item (F-3 Proposed Policy 3-49 Temporary Telework Program) was added to the Agenda under Campus Affairs. No other changes were identified. Sheriff Cloninger moved to approve the agenda with the addition of the Campus Affairs Action Item F-3; Ms. Davis seconded the motion. The motion carried.

B. APPROVAL OF THE MINUTES FROM THE FEBRUARY 17, 2020, BOARD OF TRUSTEES MEETING AND THE FEBRUARY 22, 2020, CALLED BOARD OF TRUSTEES MEETING.

Chair Overcash presented the Minutes of the February 17, 2020, Board of Trustees Meeting and Minutes of the February 22, 2020, Called Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Ms. Peak moved to approve the February 17, 2020, minutes and the February 22, 2020, minutes; Ms. Riley seconded the motion. The motion carried.

C. WELCOME

Ms. Cynthia McCrory, Gaston College Acting President, welcomed Ms. Lori Hupp, Faculty Senate President and Ms. Jasmine Cox, Staff Senate President, to the meeting. She also thanked everyone for attending.

D. PRESIDENT'S REPORT

- Coronavirus - Ms. Cynthia McCrory provided a detailed update and timeline concerning the Coronavirus pandemic as it relates to Gaston College's students, faculty, and staff. The College has a cross-functional Emergency Operations Team (EOT) that has been meeting regularly to monitor operations and respond in accordance with federal, state, and local guidelines. Many classes have been moved online and preventative measures to combat the spread of the virus, such as hand-washing and social distancing have been and will continue to be stressed. As this situation is ever evolving, College administration will work to determine the best possible response to keep everyone safe and still provide educational opportunities where possible.
- Western President's Meeting - Ms. McCrory attended the Western President's Meeting on February 28; the Belk Endowment Fundraising Training Pilot was discussed.
- New President Preparations - Activities were taken to clear, update, and sort through 25-years of files in preparation for Gaston College's new president.
- Meeting with the College's Legislative Delegation - CDC guidelines request the cancellation of all gatherings of 50 people or more for the next eight weeks, which would move meeting with the College's legislative delegation to after May 11. Depending on the Coronavirus situation, the College will revisit the feasibility of scheduling this event.

E. SGA PRESIDENT'S REPORT

Ms. Herring, SGA President, gave the following update on SGA activities since February 17, 2020. The report in its entirety can be found in the Board meeting packet.

- Student Club Expo - The Student Club Expo was held on Thursday, February 13, 2020. This year's theme was "Love Your Club."
- Cheerwine and Design - On February 14, 2020, 48 students participated in a Valentine's Day Cheerwine and Canvas Painting event. Professional artists were available to help students design their Valentine's Day painting.
- American Red Cross Blood Drive - SGA sponsored a blood drive with the American Red Cross on February 26, 2020.
- Job Interviewing Lunch and Learn Workshops - On February 26, 2020, and March 2, 2020, SGA hosted workshops on job interviewing skills.

F. CAMPUS AFFAIRS

Ms. Jennifer Davis, Chair of the Campus Affairs Committee, brought forward three items for the Board's consideration and review. Since there were no Committee Meetings prior to this Called Board Meeting, the Campus Affairs Committee had not previously vet the items.

1. Proposed Associate in Applied Science Degree: Pharmacy Technology Program (A45580)

Ms. Davis called on Dr. Dellinger to guide the Board through the new program; he then deferred to Dr. Abernathy, Dean of Health and Human Services.

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency. Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities for Pharmacy Technicians include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a Certified Pharmacy Technician.

Dr. Abernathy relayed that this program would be housed at the Lincoln Campus and would appeal to students from outlying areas who may find it a more convenient location from which to take this program. She stated that local hospital officials and pharmaceutical stores have expressed interest in hiring 6-8 pharmacy technicians in their Gastonia locations. Statistics from the U. S. Bureau of Labor project the number of jobs in this area to increase by 7% from 2018-2028, which is faster than average for all occupations.

Dr. Abernathy also relayed the fact that "Beginning in 2020, the Pharmacy Technician Certification Board will require initial candidates for certification to complete a pharmacy technician education program accredited by the American Society of Health-Systems Pharmacists and the Accreditation Council for Pharmacy Education (ASHP/ACPE)." Gaston College's goal is to develop a quality program that will prepare its graduates to meet entry-level demands and comply with the new regulations set forth by the ASHP/ACPE. Pharmacy technicians are critical to providing correct medications and dosages to patients; therefore, it is important that they be thoroughly trained through an accredited educational program. Application for initial program accreditation would be made as soon as possible to ensure that Gaston College's students graduate from an ASHP accredited program and are prepared to become Certified Pharmacy Technicians (CPhT).

Based on the current proposed Pharmacy Technology Program design and the community request, the enrollment projection is ten students to begin for fall 2021. The program may grow to 15-20 students later, with both day and evening classes possible.

Dr. Abernathy answered the Board's questions related to other possible program certifications, faculty and staffing needs, equipment expenses, and growth potential.

Ms. Davis moved that the Gaston College Board of Trustees approve the proposed Associate in Applied Science Degree: Pharmacy Technology program, with a start date of fall 2021, as presented; Mr. J. Smith seconded the motion. The motion carried.

2. *myFutureNC* Resolution

Campus Affairs Committee Chair, Ms. Jennifer Davis, asked Ms. Cynthia McCrory to share information related to the *myFutureNC* Resolution.

myFutureNC is a statewide commission focused on educational attainment that includes North Carolina's thought leaders in education, business, philanthropy, faith-based, and nonprofit communities, and ex-officio representatives from the North Carolina House of Representatives, Senate, and Governor's office. It was created to work toward a stronger, more competitive North Carolina—one that empowers individuals, strengthens communities, and boosts North Carolina's economy. *myFutureNC* CEO, Cecilia Holden, is asking the individual community colleges of North Carolina to consider passing a resolution supporting the goal of *myFutureNC* to indicate their college's commitment to work to reach the goal that two million, 25- to 44-year olds in North Carolina will have a high-quality credential or postsecondary degree by 2030.

Ms. Davis moved that the Gaston College Board of Trustees endorse the *myFutureNC* Resolution in support of the attainment goal of two-million North Carolinians acquiring a high-quality credential or postsecondary degree by 2030, as presented. Ms. Peak seconded the motion. The motion carried.

3. Proposed Policy 3-49 – Temporary Telework Program

Ms. Davis called upon Mr. Baney to guide the Board through the Temporary Telework Program policy.

The health and safety of the Gaston College community is always top priority. With the Coronavirus outbreak (COVID-19), the World Health Organization has officially characterized it as a pandemic.

The NC Governor and the NCCCS has recommended that state employers, which include community colleges, consider mitigation strategies to slow the spread of COVID-19.

Mitigation strategies include practicing social distancing, staggering work schedules, and if needed and possible, offering telework as an option for employees.

The attached, Policy 3-49 Temporary Telework Program, may be activated due to reasons such as natural disaster, fire, pandemic, or other events that may cause the College central workplace location to be inaccessible, unsafe, or where there is a reasonably determined need to maintain the environmental health and safety of the College location workplace.

Mr. Baney shared that this policy was created specifically to address the COVID-19 pandemic circumstances. The policy was based on the State of North Carolina's Telework Program; however, it was structured a little differently to function as a temporary program and not as an on-going program. Mr. Baney referred to sections A., B., and C. of Policy 3-49 and clarified work locations, activation reasons, and proper authorization of the Telework Program. He reviewed with the Board guidelines, terms, and termination of temporary teleworking agreements. He also discussed the safety and liability aspects of the telework program.

Some functional roles of the College related to areas such as payroll, purchasing, security, facilities, and a few others would need to continue in-house, but this policy would provide most staff an opportunity to continue from an alternate workstation.

Mr. Baney added that Policy 3-49 – Temporary Telework Program had been vetted through the Executive Council and the Policy Review Committee.

Sheriff Cloninger moved that that the Gaston College Board of Trustees approve the proposed Policy 3-49 Temporary Telework Program as written, with instruction to the Campus Affairs Committee to further review it at their next meeting to discuss controls around determining appropriate timing of termination of the Telework Program once an event has occurred that creates the need to activate it. Ms. Tindol seconded the motion. The motion carried.

G. FACILITIES

1. Capital Reports

Veterinary Medical Technology Facility

Mr. Dancoff reported that over ninety-three percent of the contract work has been completed as of February 12, 2020. The expected completion date is the end of April 2020, due to weather delays.

Firing Range Cover

Site work has begun, and the Range Cover and other materials have been delivered. The project has been delayed due to rain.

David Belk Cannon Parking Lot Expansion

The curbs and sidewalks are complete; storm drains have been installed; and lighting installation is in progress. The project is 75% 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.

An amendment to the Lincoln Campus lease with Lincoln County related to the old Lincolnton Middle School building to include the Senior Center space was executed on February 27, 2020.

H. FINANCE (The Finance Committee did not previously meet to consider these items.)

1. FY 2020-2021 Gaston County Budget

The proposed FY 2020-2021 Gaston County Operating Budget was presented to the Board. This year's county operating budget request totals \$5,775,325 and includes an increase of \$189,556 (3.4%) over the FY 2019-20 approved budget. The largest portion of the increase relates to the first full year of operation of the new Veterinary Medical Technology Facility and State increases in benefit costs.

• State increases in retirement and health rates	\$ 54,515
• Salary and benefits, 2% increase	\$ 42,632
• Utilities and maintenance - Vet Tech Building	\$ 52,250
• Housekeeping staff addition - Vet Tech Building	\$ 38,344
• Antenna lease escalation	<u>\$ 1,815</u>
Total estimated increase	\$ 189,556

Veterinary Medical Technology Facility

The FY 2020-2021 budget request includes costs associated with the first full year of operation of the new Veterinary Medical Technology Facility, including a new

housekeeping position (\$38,344), and utilities and maintenance costs (\$52,250). Gaston County approved the projected costs for operating this facility when the project was initially submitted to the state for approval in 2016.

Other Budget Requests

Additionally, the budget request includes a 2% salary increase (\$42,632), an increase to cover state mandated benefit costs (\$54,515), and the annual lease escalation for the radio tower (\$1,815). Retirement rates will increase 8.32% and medical insurance rates will increase 5.73% over the previous year's rates. The FY 2020-2021 operating budget request for Gaston County totals \$5,775,325.

Mr. Smith moved that the Gaston College Board of Trustees approve the FY 2020-2021 Gaston County Operating Budget request totaling \$5,775,325; Mr. Vinson seconded the motion. The motion carried.

2. FY 2020-2021 County Capital Budget

The Board reviewed the proposed 2020-2021 County Capital Priorities along with their five-year projections. The capital priorities for 2020-2021 reflect needs totaling \$1,295,000. The priorities are subject to change due to unforeseen maintenance requirements that might arise.

In June 2015, Gaston County Commissioners restored the College's on-going capital budget to the historical level of \$697,259. The College maintains 36 buildings totaling 646,665 square feet and \$139.3 million of insurance value in Gaston County. The Veterinary Medical Technology Facility will be added in spring 2020.

The 2020-2021 County Capital Priorities total \$1,295,000. Priorities will be refined to match county funds provided, and a final listing will be presented to the Committee once the budget is approved by Gaston County.

Mr. Smith moved that the Gaston College Board of Trustees approve the proposed FY 2020-2021 County Capital Priorities as presented; Mr. Dancoff seconded the motion. The motion carried

3. Pension Spiking Agency Report

During the 2014 General Assembly session, contribution-based benefit cap (CBBC) legislation was enacted effective January 1, 2015, to control the practice of "pension spiking" in which a retirement system member's compensation substantially increases, resulting in a monthly retirement benefit that is significantly greater than the member and employer contributions would fund. As part of this calculation, a minimum average final compensation (AFC) amount is established before the calculation would apply, which is indexed for inflation each year. The current AFC threshold is \$108,018. This rule as established will only impact a few members of the retirement system. The legislation requires the member's last employer to pay the additional contribution required to fund the member's benefit in excess of the cap.

The State Treasurer's office reports monthly to each employer a list of those members for whom the employer might be required to make an additional contribution. The chief

financial officer of the agency is required to provide a copy of the report to the chief executive and the governing body, so that all are aware of the potential future liability.

Gaston College receives monthly reports from the State Treasurer's office identifying one member who is close to the AFC threshold. The member identified may or may not actually reach the CBBC at the time of their actual retirement.

At the current time, the member's calculated AFC falls below the minimum threshold established by the State Treasurer. The College will continue to monitor the calculation in the future. The Agency Spiking report was provided for the Board's information and review.

4. State Budget Update

The North Carolina Legislature will convene its short session on April 28, 2020. The NCACCP (Presidents Association) and the NCACCT (Trustees) Executive Board will co-host a breakfast with legislators in Raleigh on May 14, 2020. Gaston College is planning a legislative breakfast with their local delegation in late April. However, in light of the Coronavirus pandemic, these meetings may change or be canceled.

The NCCCS State Board adopted State budget priorities at their February 21, 2020, meeting, which were presented to the Board for their information and review.

5. County Budget Updates

Updates related to the FY 2020-2021 budgets for Gaston and Lincoln counties were provided for the Board's information and review. Highlights are below.

2020-2021 Gaston County Budget Update

Gaston County agency department heads were to meet with County Manager Dr. Kim Eagle and County Commissioners at their annual Budget Planning Session on February 21, 2020. The meeting was postponed due to weather, and is not yet rescheduled. Chair Overcash requested that when budget planning sessions are scheduled, and that information made available, to please inform him so he can update the Trustees. He wants to equip them with data so they can effectively advocate for the College with the County Commissioners.

2020-2021 Lincoln County Budget Update

Dr. Patricia Skinner, Dr. John McHugh and Ms. Cynthia McCrory met with Lincoln County Manager Kelly Atkins and his staff on Thursday, February 12, 2020, to discuss the 2020-21 Gaston College budget request.

Mr. Atkins indicated that the County could not fund the College's entire request due to funding constraints, but that he would recommend partial funding as follows to the Commissioners:

	<u>2020-2021 Budget Requested</u>	<u>2020-2021 Budget Manager's Recommended</u>	<u>2019-2020 Approved Budget</u>	<u>Percentage Increase</u>
Operating	\$268,488	\$243,488	\$226,328	7.6%
Capital	50,000	30,000	30,000	0%

Mr. Atkins will recommend funding the retirement and health insurance increases (1,639), the 1% salary increase (2,665) and the requested funding for a part-time receptionist (12,856). He will not recommend funding for security cameras and public address system expansion into the new Senior Center space and felt that should be included in the scope of the renovation project that will be funded with NC Connect state bond funds.

We also discussed the need to update the lease agreement between the county and the college related to the old Lincolnton Middle School to include the new Senior Center space. Mr. Atkins reported that he has county employees working on a draft revised lease agreement. An amendment to the lease agreement to include the Senior Center space was executed on February 27, 2020.

Ms. McCrory requested the county consider assigning the remaining furniture in the Senior Center for the College's use. Mr. Atkins said he will request that with the County Commissioners.

6. Supplemental State Budget Allocation

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

#7	Regional Trainer	\$ 5,000
	Customized Training	190,370
	Title II Professional Development Network	15,000
	Total	\$210,370

7. Financial Reports

A summary of expenditures for FY 2019-2020 through February 29, 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 reported that the NCACCT Law/Legislative Seminar has been postponed until June 15 – 17, 2020, due to the Coronavirus pandemic.

J. ANNOUNCEMENTS

Chair Overcash asked the Trustees to be sure to review the announcements. However, some of the events listed may be canceled due to the Coronavirus pandemic. If so, Trustees will be notified.

K. CHAIRMAN'S REPORT

1. Statement of Economic Interest (SEI)

Chair Overcash encouraged Trustees to complete their SEI obligation. If they have submitted an SEI before, and they have no changes, the short form is available and easy to submit. Statements must be submitted by April 15, 2020.

2. Life Skills Graduation

Life Skills Graduation, scheduled for March 20, has been cancelled; some Trustees had signed up to attend.

L. EXECUTIVE SESSION

Pursuant to GS § 143-318.11.(a)(6), Chair Overcash entertained a motion to enter into Executive Session. Mr. Vinson made the motion; Ms. Peak seconded the motion. The motion carried.

Chair Overcash entertained a motion to return to open session. Ms. Davis made the motion; Mr. Dancoff seconded the motion. The motion carried.

1. Employment Contract and Compensation for the President of Gaston College

The Trustees of Gaston College are authorized to approve the employment contract and compensation for the President of Gaston College.

For all services rendered by the President, the Trustees shall pay the President an annual salary, payable in equal monthly installments, in an amount equal to the sum of the State funds allocated to the Trustees in accordance with State Board of Community Colleges' Presidential Salary Schedule, and a local supplement consisting of funds appropriated by the Boards of Commissioners of Gaston and Lincoln counties to the Trustees for the purpose of supplementing the President's salary.

The initial salary of the President shall be in the amount of One Hundred Fifty-One Thousand Six Hundred Thirty-Two and 00/100 dollars (\$151,632.00) in State funds plus a supplement totaling Seventy-Three Thousand Three Hundred Sixty-Eight and 00/100 dollars (\$73,368.00): to consist of Forty-Eight Thousand Nine Hundred Twelve and 00/100 dollars (\$48,912.00) from Gaston County funds, and Twenty-Four Thousand Four Hundred Fifty-Six and 00/100 dollars (\$24,456.00) from Lincoln County funds.

The Trustees shall have the unilateral right to adjust the allocation between the State and County funds at any time; however, the overall annual salary of Two Hundred Twenty-

Five Thousand and 00/100 dollars (\$225,000.00) shall not change except by mutual consent of the Parties as set forth in the employment contract.

The state salary is fully funded by the state, and the supplemental salary is fully funded by Gaston and Lincoln counties.

Chair Overcash entertained a motion to accept the proposed employment contract for Dr. John Hauser as President for Gaston College, subject to final approval by the State Board of Community Colleges, as presented in the record. Sheriff Cloninger made the motion; Ms. Peak seconded the motion. The motion carried.

Chair Overcash thanked and praised Mr. Stewart, Mr. Baney, and the entire Board for their work regarding the search process.

M. AJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:44 p.m.

Respectfully submitted,

Jennifer P. Davis, Secretary

Mr. Bradley Overcash, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)