

**Minutes of the  
Gaston College  
Board of Trustees Meeting  
Robinson Classroom Building, Room 126  
March 22, 2021**

**Members Present:** Mr. John Dancoff, Chair  
Ms. Jennifer Davis, Vice Chair  
Ms. Resa Hoyle  
Mr. Steve Huffstetler  
Mr. Tom Keigher  
Ms. Janie Peak  
Mr. Tim Smith  
Ms. Julie Stroupe  
Ms. Natalie Tindol  
Mr. Randy Vinson  
Ms. Najira Davis, SGA President

Dr. John Hauser, President

**Members Absent:** Sheriff Alan Cloninger, Secretary  
Mr. Steve Hall  
Ms. Iris Hopper  
Ms. Suzanne Riley

**Others Present:** Ms. Shelly Alman, Mr. Todd Baney, Ms. Tracy Barrett, Ms. Jennifer Bowen, Ms. Tonia Broome, Mr. Sam Buff, Ms. Sierra Calhoun, Dr. Dewey Dellinger, Ms. Mary Ellen Dillon, Mr. Shohn Doty, Ms. Summer Heffner, Mr. John Horshok, Ms. Guyann Howe, Ms. Lori Hupp, Ms. Renita Johnson, Ms. Maelle Keener, Ms. Stephanie Michael-Pickett, Dr. Jennifer Nichols, Mr. Rama Olson, Ms. Julie Ostrowski, Ms. Jennifer Phillips, Dr. Audrey Sherrill, Mr. Greg Smith, Ms. Debbie Stamey, Mr. Darren Stewart, Dr. Eric Styles, Ms. Lena Thompson, Mr. Luke Upchurch, Ms. Holly Williams, Dr. Heather Woodson; and Mr. Carl Stewart, College Attorney.

**Chair Dancoff called the meeting to order at 4:01 p.m. A quorum was present for the meeting.**

Chair Dancoff relayed how nice it was to see everyone in person instead of via Zoom. He added that Zoom meetings are nice, but a lot of interaction between members before and after the meeting gets a lot accomplished, too.

- **Invocation – Ms. Hoyle**

- **Ethics Awareness and Conflict of Interest Reminder**

Chair Dancoff reminded Trustees of the ethics requirements of public servants and requested they identify any conflicts of interest or appearance of conflicts of interest present. No conflicts were identified.

**A. APPROVAL OF THE AGENDA**

**Chair Dancoff asked if there were any changes, additions, or corrections to the agenda. None were identified.**

**Ms. Davis moved to approve the agenda; Ms. Peak seconded the motion. The motion carried.**

**B. APPROVAL OF THE MINUTES FROM THE NOVEMBER 16, 2020, BOARD OF TRUSTEES MEETING; THE DECEMBER 16, 2020, CALLED BOARD OF TRUSTEES MEETING; THE FEBRUARY 5, 2021, BOARD OF TRUSTEES RETREAT; THE FEBRUARY 11, 2021; CALLED BOARD OF TRUSTEES MEETING; AND THE FEBRUARY 24, 2021, CALLED BOARD OF TRUSTEES MEETING.**

**Chair Dancoff presented the Minutes of the November 16, 2020, Board of Trustees Meeting; the December 16, 2020, Called Board of Trustees Meeting; the February 5, 2021, Board of Trustees Retreat; the February 11, 2021, Board of Trustees Meeting; and the February 24, 2021, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.**

Chair Dancoff had asked the Trustees, through an email correspondence prior to the meeting, to review the minutes in advance of the meeting as there were five sets for approval. He entertained a motion to approve the minutes collectively if the Trustees were in favor of that. The Trustees agreed.

**Ms. Davis moved to approve the Minutes of the November 16, 2020, Board of Trustees Meeting; the December 16, 2020, Called Board of Trustees Meeting; the February 5, 2021, Board of Trustees Retreat; the February 11, 2021, Board of Trustees Meeting; and the February 24, 2021, Board of Trustees Meeting collectively; Mr. Keigher seconded the motion. The motion carried.**

**C. WELCOME AND INTRODUCTIONS**

**1. Welcome Guests and Introduce New Employees**

Dr. Hauser welcomed everyone to the meeting and recognized Ms. Lori Hupp, Faculty Senate President, and Mr. Darren Stewart, Staff Senate President.

Dr. Hauser, President, introduced:

Mr. John Horshok, Director of Athletic Program Development and Sports Marketing

Mr. Shohn Doty, Head Coach-Men's Baseball

Dr. Hauser invited Ms. Alman, Mr. Baney, Dr. Sherrill, Mr. Smith, and Dr. Woodson to introduce the new employees in their Divisions.

Ms. Alman, VP for Finance, Operations and Facilities, introduced:

Ms. Tracy Barrett, Controller

Ms. Debbie Stamey, Payroll Assistant/Accounting Specialist

Mr. Baney, VP for Administrative Services/CHRO, introduced:

Ms. Maelle Keener, Human Resources Coordinator-Talent Acquisition

Dr. Sherrill, VP for Student Affairs and Enrollment Management, introduced:

Dr. Eric Styles, Project Coordinator-TRiO Student Support Services Program

Mr. Greg Smith, VP for Economic and Workforce Development, introduced:

Ms. Jennifer Bowen, Education Navigator-SNAP2Skills Program, Continuing Education

Dr. Heather Woodson, VP for Academic Affairs, introduced:

Ms. Sierra Calhoun, Instructor-Pharmacy Technology, 9-Month

Ms. Summer Heffner, Instructor-Nursing, 9-Month

Ms. Holly Williams, Instructor-Nursing, 9-Month

Trustee Julie Stroupe took a moment of personal privilege to acknowledge she had known Ms. Summer Heffner since she was in eleventh grade. Ms. Heffner had Gaston College on her radar as her first choice since that time. Ms. Stroupe relayed that Ms. Heffner is the model of the type of student Gaston College wants most. She is due to complete her master's degree in May.

Trustee Janie Peak also took a moment to acknowledge Ms. Holly Williams who had received many of CaroMont's Nursing Scholarships. She was delighted to see Ms. Williams as an instructor for Gaston College.

Chair Dancoff added that it was wonderful to see Ms. Heffner and Ms. Williams, Gaston College graduates, come back to the College to teach – it is a full-circle moment.

#### **D. PRESIDENT'S REPORT**

Following is a summary of Dr. Hauser's activities since the November 16, 2020, Board of Trustees meeting. Additional details for each item can be found with the report in the Board packet distributed at the meeting. Also, in the Board packet were reports from the Vice Presidents/Administrators for Academic Affairs; Administrative Services; Economic and Workforce Development; Finance, Operations, and Facilities; the Foundation; Student Affairs and Enrollment Management; and the Textile Technology Center.

North Carolina Association of Community College Presidents (NCACCP) Monthly Meeting Updates - The NCACCP met virtually on November 18, 2020. Of major concern for the NCCCS is stabilizing the budget through the shifting circumstances of the 2021-2022 fiscal year due to the pandemic.

Economic Development Commission Meeting - The Economic Development Commission met on January 12, 2021. One of the items on the agenda was recognition of Mr. Joe Carpenter who had passed away. Mr. Carpenter, a great civic leader, served on the Board of Trustees of Gaston College for 12 years as well as the Foundation Board.

Gaston Business Association (GBA) Meeting - (The GBA is a merger of the Gaston Regional Chamber and Greater Gaston Development Corporation.) A GBA meeting was held on January 14, 2021, virtually. At this meeting, since this is a new association, the members reviewed the Board Roles and Responsibilities, the GBA's Strategic Framework and Bylaws, the 2021 budget, the Economic Development Challenge Grant Proposal, and the branding for the Association.

Forward Together: Catawba County Panel Discussion - A virtual panel discussion was held on January 20, 2021, titled, *Forward Together: Catawba County*, presented by the Charlotte Regional Business Alliance. Dr. Hauser joined Dr. Garrett Hinshaw, president of Catawba Valley Community College and Mr. Scott Millar, president of the Catawba Economic Development Corporation to discuss the importance of the partnership between economic development and workforce development.

Belmont Abbey College Roundtable - On January 27, 2021, via Zoom, Belmont Abbey College held its fourth Roundtable discussion titled, *The Future of Gaston County's Health: Part I*.

NCACCP Quarterly Meeting - The quarterly meeting of the NCACCP was held virtually on January 27 – 29, 2021. One of the presentations was provided by North Carolina House Speaker Tim Moore and President Pro Tempore Phil Berger related to the 2021 Long Session and included their outlook on how the pandemic may continue to affect higher education and legislative priorities.

Belk Center's Presidents' Academy - On February 4, 2021, Dr. Hauser attended the first virtual Presidents' Academy; the next events will be held quarterly going into spring 2022. The Belk Center for Community College Leadership and Research develops and supports community college leaders in addressing the urgent issues facing North Carolina's community colleges and the state's economy.

Achieving the DREAM 2021 Conference - This year's virtual DREAM 2021 Conference was held February 16-19, 2021, and featured renowned authors, distinguished faculty and administrators, and foundation leaders that provided a fresh perspective and inspiration to enable a deeper understanding of priorities for community colleges.

BLET - Gaston College's Basic Law Enforcement Training (BLET) graduates recently completed the state certification exam with a 96% pass rate!

Associate in Applied Science Degree in Textile Technology - The State Board of Community Colleges approved the College's proposal for the Associate in Applied Science Degree in Textile Technology. The program should be ready to launch in fall 2021.

NCCCS Approval of New Public Safety Administration Degree Program - Gaston College was notified on February 12, 2021, that the Public Safety Administration Degree Program has been approved by the NCCCS Office effective summer 2021.

2021 Outstanding Apprenticeship Partner - On March 3, 2021, the North Carolina Community College System announced that Gaston College's Apprenticeship 321 program was selected as the 2021 Outstanding Apprenticeship Partner.

Great News from the Finance Department, Information Technology Department, and Distance Education Department - Recently, the College completed its financial audit for the State of North Carolina, which resulted in NO audit findings and NO audit exceptions. The Information Technology and Distance Education team implemented a number of interactive instructional methodologies over the past year. The College's tremendous work and success were recently documented in a publication for Clear Touch Technology.

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Update - ACEND has approved the closing of the Dietetic Technician Program at Gaston College as requested. The program will remain accredited until December 31, 2021, at which time accreditation will end.

Central Sterile Processing and Health Information Technology Programs - Letters of approval have been received from the NCCCS to offer the Central Sterile Processing Certificate program and the Health Information Technology degree program.

Diversity, Equity and Inclusion – There is a concern related to diversity in Gaston College's student body that Dr. Hauser would like to change. With that in mind, he has reached out to two Historically Black Colleges and Universities (HBCU) to provide seamless tracks for pathways for Gaston College students to transfer to North Carolina A & T or Johnson C. Smith University. Dr. Nichols, VP for Educational Partnerships, will work in the local high schools to identify underrepresented students in Gaston and Lincoln counties and let them know that Gaston College has the connections/pathways to four-year HBCUs.

Moment of Silence - Gaston College recently lost two more of its family members: Dr. Teresa Worthy, a faculty member, and Dr. Rex Clay, a staff member. Chief Billy Lytton, Mr. Kent Spitler, and Ms. Donna English have also passed since Dr. Hauser came to Gaston College. With that in mind, Dr. Hauser asked for a moment of silence in recognition of the many years of service each gave to Gaston College.

Graduation - Gaston College will have a graduation ceremony on May 14, 2021, on the Dallas Campus. Details are still being worked out.

Fall 2021 Class Offerings - Dr. Hauser relayed that in-person classes should be back in full force for Fall 2021. Online courses will still be offered, but it is his hope the College can transition back to more in-person learning.

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

Ms. Najira Davis, SGA President, gave the following update on SGA activities since November 16, 2020. The report in its entirety can be found in the Board meeting packet.

National Conference on Student Leadership - On November 17, 2020, SGA Advisor, Ms. Renita Johnson, served as a panelist, along with six other Student Life Professionals for the workshop discussion on "Highly Effective, Student Activities and Events," during the North Carolina Community College Student Development Personnel Association (N3CSDPA) Fall 2020 Conference

National Conference on Student Leadership - On November 18, 2020 – January 15, 2021, four SGA leaders attended the virtual National Conference on Student Leadership.

SGA Canned Food Drive - The annual SGA canned food drive was co-sponsored by the Gaston Early College High School and Gaston College Libraries. A total of 1,752 canned goods were collected.

Toys for Tots - SGA held its annual Marine Corps Toys for Tots drive in December 2020. A total of 78 toys were donated to children in Gaston County.

Welcome Back - SGA's Welcome Back for the Spring Semester consisted of a variety of grab-and-go and virtual events. On January 12 and 14, 2021, SGA distributed individual cups of Krispy Kreme Donuts to students.

On January 13 – 19, 2021, SGA hosted a Virtual Scavenger Hunt. Students were asked to capture photos of themselves completing various tasks. On January 19, SGA partnered with Lightning Events for Music Bingo.

SGA also partnered with Lightning Events and provided Digital Caricatures to faculty, staff, and students. SGA thanked Dr. Hauser for participating in the event.

N4CSGA Division Meeting - On February 20, 2021, three SGA members virtually attended the North Carolina Comprehensive Community College Student Government Association Division Meeting.

Virtual Escape Room Experience - On February 4, 2021, students had the opportunity to join SGA for a virtual escape room experience.

Trivia Thursday - SGA Trivia Thursday continues to be a success. On February 4, 2021, SGA hosted trivia on GC Student Resources. On February 25, SGA hosted Black History Month Trivia. Student winners from both events received Visa e-gift cards up to \$75.

GC Spring Media Preference Survey - Gaston College's Spring Media Preference Survey for students began on March 8, 2021, and will end April 11, 2021. Through participation in the survey, students have the opportunity to share their media preference for staying connected.

First-Generation Symposium - On March 11, 2021, seven Gaston College first-generation students participated in the inaugural Virtual First-Generation Symposium: Two-Year Edition. The symposium was a collaborative event that was sponsored by the Center for First-Generation Student Success, NASPA, and the North Carolina Community College System.

## **F. CAMPUS AFFAIRS**

Chair Dancoff called on Ms. Jennifer Davis, Chair of the Campus Affairs Committee, to bring forward the items under consideration. Chair Davis thanked Mr. Dancoff but deferred to Dr. Dewey Dellinger to guide the trustees through the programs up for review and approval.

**1. Proposed Associate in Arts in Teacher Preparation (A1010T) Degree Program**

As this item falls under the Arts and Sciences Division, Dr. Dellinger asked Dr. Heather Woodson and Ms. Tonia Broome to provide information on this proposed program. In 2020, the North Carolina Community College System, the University of North Carolina System, and the North Carolina Independent Colleges and Universities signed the transfer articulation agreement that governs the Associate in Arts in Teacher Preparation (A1010T) degree and the Associate in Science in Teacher Preparation (A1040T) degree. This articulation and the accompanying degrees were developed in order to create a more seamless transition for community college students into university teacher preparation programs. Due to the shortage of teachers statewide and in the College's service area, Gaston College proposes to offer both the Associate in Arts in Teacher Preparation (A1010T) and the Associate in Science in Teacher Preparation (A1040T) programs beginning in Fall 2021.

This degree program consists of 45 hours of general education course work, 14 hours of education (EDU) courses, as well as ACA 122, College Transfer Success. Currently, the College teaches all required classes for this degree program, except:

EDU 187 Teaching and Learning for All\* (4 SHC)  
EDU 279 Literacy Development and Instruction (4 SHC)  
EDU 250 Teacher Licensure Preparation (3 SHC)

The College currently has three full-time EDU faculty members who can absorb these three new courses into their existing faculty load. Therefore, there is no projected impact to the College's budget.

\*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

**Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the proposed Associate in Arts in Teacher Preparation (A1010T) Degree program as presented. As this motion was brought from Committee, it would not need a second.**

Chair Davis inquired if there was any discussion needed about this program. There was none.

**The motion carried.**

**2. Proposed Associate in Science in Teacher Preparation (A1040T) Degree Program**

Dr. Dellinger called on Dr. Woodson to guide the Trustees through this proposed program, which is very similar to the previous program just reviewed. In 2020, the North Carolina Community College System, the University of North Carolina System, and the North Carolina Independent Colleges and Universities signed the transfer articulation agreement that governs the Associate in Arts in Teacher Preparation (A1010T) degree and the Associate in Science in Teacher Preparation (A1040T) degree. This articulation and the accompanying degrees were developed in order to create a more seamless transition for community college students into university teacher preparation programs. Due to the shortage of teachers statewide and in the College's service area, Gaston College proposes to offer both the Associate in Arts in Teacher Preparation (A1010T) and the Associate in Science in Teacher Preparation (A1040T) programs beginning in Fall 2021.

This degree program consists of 45 hours of general education course work, 14 hours of education (EDU) courses, as well as ACA 122, College Transfer Success. Currently, the College teaches all required classes for this degree program, except:

EDU 187 Teaching and Learning for All\* (4 SHC)  
EDU 279 Literacy Development and Instruction (4 SHC)  
EDU 250 Teacher Licensure Preparation (3 SHC)

The College currently has three full-time EDU faculty members who can absorb these three new courses into their existing faculty load. Therefore, there is no projected impact to the College's budget.

\*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

**Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the proposed Associate in Science in Teacher Preparation (A1040T) Degree program as presented. As this motion was brought from Committee, it would not need a second.**

Chair Dancoff inquired if there was any discussion needed about this program. There was none.

**The motion carried.**

### **3. Proposed Early Childhood Administrative Certificate (C55850) Program**

Dr. Woodson explained that the proposed certificate program (C55850), developed by the North Carolina Community College System with input from faculty across the state, will replace the College's current Early Childhood Administration certificate (C55220B), developed locally, which currently bears the same name. Transitioning to the state Early Childhood Administration certificate will remove any confusion between the local certificate and the State certificate and create consistency between the College and other community colleges in the state offering this credential.

This curriculum prepares individuals pursuing administration roles in diverse childcare settings to effectively work with children, families, and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills, and leadership qualities. Gaston College has assessed the need for this program and the facilities and resources required to maintain a viable program and certifies that the College can operate this program efficiently and effectively within the facilities and resources available to the College.

This certificate program consists of 16 hours of early childhood coursework, including:

- EDU 119 Introduction to Early Childhood Education (4 SHC)
- EDU 131 Child, Family and Community (3 SHC)
- EDU 153 Health, Safety and Nutrition (3 SHC)
- EDU 261 Early Childhood Administration I (3 SHC)
- EDU 262 Early Childhood Administration II (3 SHC)

All five courses are currently offered at the College each year, and the College employs three full-time EDU faculty members who are credentialed to teach these courses. Therefore, there is no projected impact to the College's budget.

\*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

**Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the proposed Early Childhood Administrative Certificate (C55850) program as presented. As this motion was brought from Committee, it would not need a second.**

Chair Dancoff inquired if there was any discussion needed about this program. There was none.

**The motion carried.**

#### **4. Proposed Applied Engineering Technology (A40130) Degree Program**

Currently, Gaston College has five engineering technology programs, including: Civil Engineering Technology (A40140), Computer Engineering Technology (A40160), Electrical Engineering Technology (A40200), Mechanical Engineering Technology (A40320), and Mechatronics Engineering Technology (A40350). While each of these engineering technology programs serves a need in the College's service area and aligns to four-year programs in the region, these programs have very focused requirements per NCCCS Curriculum Standards, as well as focused learning outcome expectations for program graduates. Thus, program graduates are specialists in their respective engineering technology degree fields.

The addition of the Applied Engineering Technology program at Gaston College will allow the College to train and graduate engineering technology "generalists" to serve a specific

niche in our community. As an example, the College serves a wide variety of textile companies in the area. These companies need workers who can work on various machines used in the textile industry. As such, programmatic elements from electrical engineering technology, computer engineering technology, mechatronic engineering technology, and mechanical engineering technology, are vital to these workers. Additionally, local engineering firms have indicated a need for general engineering technologists to work in the many transportation-related projects in the region (road additions and improvements, light rail construction, etc.). The Applied Engineering Technology Degree allows the College to build a program of study to serve these needs in our community. The College anticipates creating Career and College Promise (high school dual-enrollment) opportunities if this program is approved.

Gaston College currently offers all courses required for the Applied Engineering Technology degree with the exception of one (a two-course choice in Curriculum Standard): DFT 119 (Basic CAD) or ELC 127 (Software for Technicians). Thus, addition of this program increases the number of courses in the College's engineering technology area by only one course. Either course is permissible in the College's other engineering technology curricula (with the exception of the civil engineering technology program). As such, the additional course can be offered in other engineering programs to maximize enrollment. This course can be absorbed into the normal course load for full-time engineering technology faculty at the College. Therefore, no impact on the budget is expected.

**Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the proposed Applied Engineering Technology (A40130) Degree Program as presented. As this motion was being brought from Committee, it would not need a second.**

Chair Dancoff inquired if there was any discussion needed about this program. There was none. He added that he, too, had heard from local industries about the need for this type of engineering generalist. Dr. Woodson concluded stating that the Ms. Jill Hendrix, Director for Apprenticeships and Work-Based Learning, was also pleased this program was being added as apprenticeships through Apprenticeship 321 will be possible.

**The motion carried.**

Ms. Davis thanked the staff and the Campus Affairs Committee for their work to bring these new programs to Gaston College's students.

## **F. FACILITIES**

As Facilities Chair Cloninger was not at the Board Meeting, Chair Dancoff announced he would call on Ms. Shelly Alman to present the Facilities Items for review.

### **1. Capital Reports**

#### **Lincoln Campus Space Renovation**

The college has initiated the project description with the community college system and submitted the 3-1 capital improvement project approval form, which was approved by the State Board on September 18. An architect's contract dated September 30 was signed and returned to State Construction Office and NCCCS on October 7. Schematic design and design development documents will be submitted to State Construction this month. The review process for the design documents is approximately a month.

### **CAM Electrical Upgrade**

The Board of Trustees approved the electrical upgrade on February 11, 2021. The design drawings should be finalized in the next few weeks. The project will advertise for bids by the end of March or early April.

This item was presented for informational purposes; no action was necessary.

## **2. College Entrance Flagpole Project**

President Hauser requested that three flag poles and lighting be installed on the traffic circle to enhance the entrance of the college. This project will complement the new signage installations.

Plans include two, 25-foot flagpoles flanking a 30-foot flagpole. The center 30-foot pole will be lit. They will be installed in concrete in the center of the traffic circle. Drawings were presented for the trustees review.

The design fee is \$1,800, and the estimated installation cost is \$10,000. County project funds will be used.

This agenda item was presented for informational purposes only; no action was necessary.

## **G. FINANCE**

Chair Dancoff asked Ms. Alman to present the Finance Items for review as Ms. Riley was not in attendance at the meeting.

### **1. FY 2021-2022 Gaston County Budget**

The proposed FY 2021-2022 Gaston County Operating Budget was reviewed by the Trustees. This year's county operating budget request totals \$5,987,257 and includes an increase of \$410,893 (7.37%) over the FY 2020-2021 actual budget. The largest portion of the increase relates to anticipated State salary and benefit increases.

• Salary and benefits, 7% increase	\$ 202,884
• State increases in retirement and health rates	\$ 158,295
• Utilities and maintenance	\$ 41,698
• Cyber Security Insurance Premium Increase	\$ 6,000
• Tower Antenna Lease Escalation	\$ 2,016
Total estimated increase	\$ 410,893

### **State Anticipated Salary Increases**

North Carolina community colleges have not received a pay raise since fiscal year 2018-19, even when North Carolina K-12 teachers and staff have during the past few years. The North Carolina Community College System is asking State Legislature to provide a 7% pay raise for community college employees for FY 2021-2022. The budget request includes a 7% salary increase of \$202,884, along with an increase to cover related state mandated benefit costs of \$158,295. We anticipate retirement rates will increase 10.16% and medical insurance rates will increase 4.99% over the previous year's rates.

### **Other Budget Items**

Additionally, we anticipate a 3% (\$41,698) increase in utility costs in the coming year. The cybersecurity insurance premium rate for FY 2021-2022 is expected to increase \$6,000 over the prior year and the annual lease escalation for the radio tower will be \$2,016 (or 4%).

### **Unfunded Prior Year Needs**

Gaston County did not fully fund the FY 2020-2021 budget by \$198,962 due to uncertainties related to the corona virus pandemic. The prior year unfunded request impacts the FY 2021-2022 budget resulting in a larger request than usual. For example, the College requested 3% in salary and benefits increase for FY 2020-2021. Since that request was not funded, the College is requesting the entire 7% salary increase in the current year.

**Upon the recommendation of the Finance Committee, Chair Dancoff moved that the Gaston College Board of Trustees approve the Gaston County Budget as presented. As this motion was brought from Committee, it would not need a second.**

Chair Dancoff inquired if there was any discussion needed about the Gaston County budget. There was none.

**The motion carried.**

## **2. FY 2021-2022 County Capital Priorities**

The Trustees reviewed a copy of the proposed FY 2021-2022 County Capital Priorities along with five-year projections. The capital priorities for FY 2021-2022 reflect needs totaling \$1,300,000. 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 37 buildings totaling 646,665 square feet and \$139 million of insurance value in Gaston County. The Veterinary Technology building was added in Spring 2020.

The FY 2021-2022 County Capital Priorities total \$1,300,000. 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.

**Upon the recommendation of the Finance Committee, Chair Dancoff moved that the Gaston College Board of Trustees approve the County Capital Priorities as presented. As this motion was brought from Committee, it would not need a second.**

Chair Dancoff inquired if there was any discussion needed about the County Capital Priorities. There was none. He asked Ms. Alman to let the County Commissioners know Gaston College is appreciative of all their support.

**The motion carried.**

### **3. Financial Aid Federal Compliance Audit**

The Office of the State Auditor conducts a state-wide annual audit of federal funds received by state agencies. They select a sample of community colleges to include in this review each year. Gaston College was selected to be part of this review for the year ended June 30, 2020. The auditors reviewed all aspects of student financial aid eligibility related to the administration of federal Title IV financial aid funds, including verification, timely drawdown of funds and return of funds, reconciliation, student disbursements, enrollment reporting and satisfactory academic progress monitoring. The auditors did not “identify any deficiencies in internal control considered to be material weaknesses or any instances of non-compliance.”

This item was presented for informational purposes; no action was necessary. Ms. Alman noted that the Finance Department, as well as Dr. Sherrill’s Financial Aid Department, had worked very hard on this audit, and she was appreciative of their efforts.

### **4. Financial Audit**

Cherry Bekaert completed the financial audit for the fiscal year that ended June 30, 2020, in February 2021.

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 Trustees.

This item was presented for informational purposes; no action was necessary. Ms. Alman had some printed copies of the audit if any of the trustees wished to review it; she noted there were a lot of hours of work in the document.

**5. FY 2021-2022 County Budget Updates**

Updates related to the FY 2021-2022 budgets for Gaston and Lincoln counties were reviewed by the Trustees.

FY 2021-2022 Gaston County Budget Update

The Gaston County budget was included in the Finance Committee agenda this month and moved to the Board of Trustees for approval. Once approved, the budget will be submitted to Gaston County. The President and Vice President for Finance historically meet to discuss the budget with the County Manager and County Finance Director. However, due to COVID, the group may meet virtually or discuss by phone.

The FY 2022 budget public hearing will be held on June 8, 2021, immediately following the work session scheduled at 6 p.m.

FY 2021-2022 Lincoln County Budget Update

Dr. John Hauser, Dr. John McHugh, Ms. Shelly Alman, and Board Chair John Dancoff met with County Manager Kelly Atkins and his staff on Wednesday, February 10, 2021, to discuss the FY 2021-2022 Gaston College budget request.

Prior to the meeting, Mr. Atkins indicated that he had not planned to fund our entire request due to funding constraints, but after a lengthy discussion about the new programs Gaston College is bringing to the Lincoln Campus, he recommended partial funding as follows to the Commissioners:

	2021-22 Budget Requested	2021-22 Budget Manager's Recommended	2020-21 Approved Budget	Percentage Increase
Operating	\$274,044	\$269,454	\$259,954	3.7%
Capital	50,000	30,000	30,000	0%

Mr. Atkins will recommend funding the retirement and health insurance increases (\$5,057) and a little less than half of the funding for the security camera and PA System additions for the new Senior Center space (\$4,443).

This item was presented for informational purposes; no action was necessary.

**6. Supplemental State Budget Allocation**

Following is the Supplemental State Budget Allocation received after the FY 2020-2021 State Budget was finalized.

#3 Longevity	\$ 397,527
Budget Reversion	(320,581)

Customized Training	388,243
Small Business Ctr-COVID Additional	7,300
Perkins Carryforward	45,835
Career Counseling & Academic Advisors - COVID Reversion	(3,968)
Support On-line Testing – COVID Reversion	<u>(12,150)</u>
<b>Total</b>	<b>\$ 502,206</b>

This Item was presented for informational purposes; no action was taken.

## **7. Financial Reports**

A summary of expenditures for FY 2020-2021 through February 28, 2021, 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.

Chair Dancoff thanked Ms. Alman for assisting with presenting the Facilities and Finance items for the meeting as Sheriff Cloninger and Ms. Riley were not present.

## **H. REPORT FROM NCACCT**

Mr. Vinson reported there were no specific items to be brought forward; however, he hoped the Trustees had all received a copy of the NCCCS Office priorities for the FY 2021-2022 legislative session. In that information, there are two bills, one a Senate bill and the other a House bill that the NCACCT and the NCACCP asked for related to salary increases for community college employees. He asked the Trustees to stay in contact with the College's local legislation delegation to relay how important this is as community college employees have not received a salary increase in several years. Mr. Vinson concluded stating the NCACCT staff and Executive Board have been very active with the legislature in Raleigh pursuing this item.

Chair Dancoff thanked Mr. Vinson for his report.

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

Chair Dancoff provided the following report and announcements.

1. Chair Dancoff reminded Trustees to complete their Statement of Economic Interest by April 15, 2021.
2. For the NCACCT Law/Legislative Seminar scheduled for April 23, there are currently three trustees and Dr. Hauser scheduled to attend. The Seminar will be held on a Friday with three sessions, plus Ethics Training. Chair Dancoff encouraged Trustees to call Ms. Dillon if they are available and would like to attend. He further recommended that the Ethics training through the NCACCT is a more enjoyable experience than completing it online.

3. Gaston College Graduation is currently being planned for May 14, 2021. Ms. Dillon will be in touch with Trustees about those activities and how they can participate. Chair Dancoff said one of the highlights for Trustees is attending graduation as it's a big day in which the students celebrate their accomplishment.
4. Chair Dancoff invited the Trustees to review the announcements listed on the agenda and mentioned the next Committee and Board meetings in May.
5. Chair Dancoff recognized Ms. Peak who relayed to Dr. Dellinger that she would like to see the Board sponsor a reception for the SACSCOC Re-accreditation Team in September. She felt it would be good for the Board to see all the work that Gaston College's faculty and staff have done in the re-accreditation effort. She had served in that capacity before and is aware of the work it entails. She stated she would be glad to help in that capacity and hoped the Board would consider this type of event. Ms. Hoyle offered to help in such an endeavor as she, too, knew what an extensive process re-accreditation entailed.
6. Chair Dancoff recognized Mr. Vinson, who asked if there was any fund-raising planned related to the Extrusion Center that would allow the College to build the Center at its originally planned capacity instead of the scaled-down version. Dr. Hauser replied, yes. Currently, Ms. Ostrowski has contracted a company to create a 60-90 second video in a fund-raising effort that the Textile Technology Center can present to customers that have been doing business with the Center for the last 50 years. A capital campaign is not being planned as the College is also going to work to raise money for the David Belk Cannon expansion; however, some donors will be approached in a more targeted manner for the Extrusion Center.

Dr. Hauser encouraged the Trustees to reach out to Senator Harrington and Representatives Saine, Torbett, Bumgardner, and Hastings about additional funding for the project. Dr. Hauser, Mr. Buff and Mr. Upchurch had recently met with the GoldenLeaf Foundation regarding equipment possibilities for the Center. He added that if the Trustees have contacts they feel Dr. Hauser and Mr. Buff should get in touch with to please send that information to them. Mr. Vinson concluded that he did not want the College to build a structure that in a few years would be at capacity and need to be expanded. Dr. Hauser and Mr. Buff totally agreed with him about that.

## **J. AJOURNMENT**

Chair Dancoff asked if there was any further business to come before the Board. There was not.

**There being no further business to come before the Board, Chair Dancoff moved to adjourn the meeting; Ms. Davis seconded the motion. The motion carried.**

The meeting adjourned at 5:35 p.m.

**Respectfully submitted,**

**Sheriff Alan Cloninger, Secretary**

**Mr. John Dancoff, Chair**

**Mary Ellen Dillon, Recording Secretary**

**(College Seal)**