

**Minutes of the
Gaston College
Board of Trustees Meeting
Myers Center Auditorium, Section C
March 28, 2022**

Members Present: Judge Jesse Caldwell
Sheriff Alan Cloninger, Secretary
Mr. John Dancoff, Chair
Ms. Jennifer Davis, Vice Chair
Mr. Jonathan Fletcher
Mr. Steve Hall
Ms. Resa Hoyle
Mr. Steve Huffstetler
Mr. Tom Keigher
Ms. Janie Peak
Mr. Tim Smith
Ms. Julie Stroupe
Mr. Randy Vinson
Mr. Joseph Wittmer, SGA President

Dr. John Hauser, President

Members Absent: Ms. Iris Hopper

Others Present: Ms. Shelly Alman, Mr. Christian Baker, Mr. Todd Baney, Ms. Jessica Beck, Ms. Cierra Brown, Mr. Sam Buff, Ms. Kayda Carmichael, Ms. Kate Carmody, Mr. Andrew Collins, Ms. Katrina Conley, Mr. Thomas Cook, Mr. Ronald Davis, Dr. Dewey Dellinger, Ms. Haleigh Dibetta, Ms. Mary Ellen Dillon, Mr. Yarayah Evans, Mr. Jacob Felton, Mr. Eric Hardin, Ms. Kelly Hinson, Ms. Guyann Howe, Ms. Meagan Lingerfelt, Ms. Nancy Martin, Officer Rico McIlwain Sr., Chief Talmadge McInnis, Mr. Mack Millen, Ms. Emily Nelson, Dr. Jennifer Nichols, Ms. Rachel Noreika, Mr. David Nutt, Ms. Julie Ostrowski, Ms. Felicia Penn, Mr. Ryan Probst, Mr. Jamie Rosser, Ms. Alisa Roy, Ms. Morgan Runge, Dr. Audrey Sherrill, Mr. Alfred Shuford, Mr. Manraj Singh, Mr. Greg Smith, Mr. Luke Upchurch, Mr. D'Marco Watson, Ms. Tanisha Williams, Ms. Serena Yalich; and Mr. Carl Stewart, College Attorney.

Chair Dancoff called the meeting to order at 3:00 p.m. and welcomed everyone to the meeting. A quorum was present for the meeting.

- **Invocation – Mr. Fletcher**
- **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.

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

B. APPROVAL OF THE MINUTES FROM THE NOVEMBER 15, 2021, BOARD OF TRUSTEES MEETING; THE DECEMBER 2, 2021, CALLED BOARD OF TRUSTEES MEETING; THE FEBRUARY 11, 2022, CALLED BOARD OF TRUSTEES MEETING; AND THE FEBRUARY 11, BOARD OF TRUSTEES RETREAT.

Chair Dancoff presented the Minutes of the November 15, 2021, Board of Trustees Meeting; the December 2, 2021, Called Board of Trustees Meeting; February 11, 2022, Called Board of Trustees Meeting, and February 11, 2022, Board of Trustees Retreat and asked if there were any additions or corrections. No changes were identified.

Chair Dancoff asked the Board if instead of making a motion for each set of minutes they were agreeable to making the motion collectively. They agreed.

Ms. Peak moved to approve the Minutes of the November 15, 2021, Board of Trustees Meeting; the December 2, 2021, Called Board of Trustees Meeting; the February 11, 2022, Called Board of Trustees Meeting, and the February 11, 2022, Board of Trustees Retreat as presented; Ms. Hoyle 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. Tanisha Williams, Staff Senate President. Mr. Sid Sowers, Faculty Senate President, was not present.

Dr. Hauser invited Mr. Baney, Mr. Buff, Dr. Dellinger, Mr. Millen, Dr. Nichols, Coach Nutt, Dr. Sherrill, Mr. Smith, and Dr. Woodson to introduce the new employees in their divisions:

Mr. Baney, Vice President for Human Resources, Organization Development and Safety introduced:

Mr. Rico McIlwain, Sr., Campus Police Officer

Ms. Gail Huss, Communications Specialist – Campus Police and Security (Did not attend.)

Mr. Ronald Davis, Communications Specialist – Campus Police and Security

Mr. Buff, Vice President / General Manager for MTIN introduced:

Ms. Anne Buck, Administrative Generalist (Did not attend.)

Dr. Dellinger, Executive Vice President for Academic and Student Affairs introduced:

Mr. Andrew Collins, Digital Services Librarian

Ms. Haleigh DiBetta, Communications and PR Specialist

Ms. Patricia Hull, Circulation Manager (Did not attend.)

Dr. Nichols, Vice President for Educational Partnerships

Ms. Kayda Carmichael, Career Coach – Educational Partnerships

Ms. Brittany Wilson, Academic Advisor – College Now (Did not attend.)

Coach Nutt, Athletic Director / Head Coach Men's Basketball introduced:

Ms. Jessica Beck, Student Recruiter – Educational Partnerships / Assistant Coach –
Women's Softball

Mr. Alfred Shuford, Athletic Trainer

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

Ms. Cierra Brown, Secretary – Student Affairs

Ms. Felicia Penn, Academic Advisor

Mr. Smith, Vice President for Economic and Workforce Development introduced:

Ms. Nancy Martin, Health Education Training Specialist

Dr. Woodson, Vice President for Academic Affairs was absent so Dr. Dellinger introduced:

Dr. Thomas Cook, Instructor – Mathematics

Mr. Eric Hardin, Instructor – Welding

Mr. Phillip Lawson, Instructor – Air Conditioning, Heating, and Refrigeration (Did not attend.)

Dr. Emily Nelson – Instructor – Nursing

Mr. Char Parlier – Instructor – EMS Education (Did not attend.)

Ms. Morgan Runge, Administrative / Research Assistant – Academic Affairs

Mr. Caleb Stalcup – Sports Broadcasting Producer / Lab Assistant – Broadcasting
Production Technology (Did not attend.)

2. Judge Jesse Caldwell, III – SEI, Possible Conflict of Interest

Chair Dancoff relayed that by law the College has to tell the Board of Trustees about Judge Caldwell's potential conflict of interest. The letter from the NC State Ethics Commission states:

We did not find an actual conflict of interest but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

When this letter cites an actual or potential conflict of interest under N.C.G.S. § 138A-24(e), the conflict must be recorded in the minutes of the applicable board and brought to the membership's attention by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the Act. N.C.G.S. § 138A-15(c).

Judge Caldwell would fill the role of an at-large member on the Board. He owns financial interests in publicly owned companies, including but not limited to, Verizon Communications and AT&T. Therefore, he has the potential for a conflict of interest and should exercise appropriate caution in the performance of his public duties should issues involving any entity in which he owns a financial interest come before the Board for official action.

As requested, this is now recorded in the minutes of this Board of Trustees meeting as directed by NC State Ethics Commission.

3. Manufacturing and Textile Innovation Network Presentation (MTIN) – Mr. Sam Buff

Mr. Buff, Vice President and General Manager for the MTIN, began his presentation by explaining that the MTIN is a partnership between the Manufacturing Solutions Center and the Textile Technology Center. As his PowerPoint reflected, his report covers input from himself, Ms. Robin Hauser, Ms. Rachel Cranston, and Ms. Jasmine Cox who all work together in different capacities to cover the objectives related to marketing the partnership, customer service, workforce development, economic development, and networking. The MTIN endeavor is an ever-expanding enterprise to promote the growth and versatility of today's textile market.

Mr. Buff relayed details about each of the objectives mentioned above noting the progress to accomplish each successfully. As a group, it is the MTIN's goal to differentiate themselves by listening to their customers, providing assistance to solve their problems, and to continually reach out to new customers to educate them with the many new and exciting textile products available, which, in the end, will expand the network even further. Mr. Buff provided statistics to show the outreach delivered in the last year: 29 presentations were given, 60+ partners and organizations were involved, 606 companies were served, \$1.4 million in funding and equipment was received, 53 universities and college collaborations were generated (over five years), and 22 trade shows and events

were attended. Trade shows are great opportunities for the MTIN to meet several customers at one time, show off their new brand and logo, relay what the MTIN can do for them, show off their wares, and educate customers as to what the industry can now accomplish within the textile world. Mr. Buff felt partnerships and collaborations will allow for tremendous growth in the future.

Economic Development is big for the MTIN as they are trying to recruit business to Gaston County and to North Carolina. In the Workforce Development area, they meet with companies to discuss supply chain issues, customer training needs, and educational offerings they can partner with them to provide. Staffing continues to be an issue, and the new Textile Academy will be invaluable in training the textile workforce of the future.

Mr. Buff provided a chart to show the two major grants awarded: Weaving a Talent Ecosystem in North Carolina's Textile Industry for \$300,000, with \$60,000 Salary Offset for one year; and Defense Manufacturing Community Support Program \$5 Million, with \$820,000 in Equipment for five years. The MTIN is also working on some other grants and waiting for notification of their approval.

Dr. Hauser had invited Mr. Buff to report to the Board as so much had been accomplished since the beginning of the partnership to form the MTIN. Ms. Peak inquired about summer camps for textile students. Dr. Hauser relayed that they are putting together camps for NC State youth and even some for university and graduate students. Work will continue.

4. Beach Volleyball Tournaments, Campus – Potential Revenue – Mr. Rachel Noreika

Ms. Noreika, Head Coach Beach Volleyball, provided the Board with information as to basic revenue that will be generated with rental of the beach volleyball courts. A slide she presented showed the baseline annual potential generated (before expenses) for 2-3 Day Camps, 1 Day Clinics, and 2-3 Hour Showcases with Guests. It also relayed revenue generated with Junior's Tournaments and Court Rentals. She stated the revenues displayed were conservative as she'd rather not overestimate.

Ms. Noreika feels there is a tremendous amount of room for growth for beach volleyball and relayed some ideas for activities for the student body. She also provided several community entities that will have interest in renting the College's courts. As the public and other beach volleyball teams become aware of the College's courts, there will be many rental opportunities of which to take advantage, even from other counties.

A very positive note regarding this sport is that it does not have the large expenses as do other sports. There are no officials to pay, and Ms. Noreika can run and oversee the games herself. She also mentioned that beach volleyball is used by many athletes to build stamina as cross training. Athletes who typically always play indoors often gravitate to a sport that is out in the sun and fresh air during their off-seasons.

A question was asked related to liability insurance. Gaston College is fully covered with liability coverage. They do carry a separate policy for athletes. An athletes' policy would

be the primary coverage, and the College would pick up from there. Additionally, the College also requires outside organizations to maintain minimum liability coverage, which would indemnify the College.

Mr. Millen stated that the sleeves for the concrete are now being put in the ground for the courts. If the weather holds, it is hoped the courts will be ready by mid-April.

5. Academic and Athletic Performance of Athletes – Mr. David Nutt

Mr. David Nutt, Athletic Director and Head Coach of Men's Basketball, began his presentation by asking Ms. Kate Carmody to stand. Ms. Carmody is the Program Chair for the Broadcasting and Production Technology program. After each game, Coach Nutt relayed that he would receive a call from Dr. Hauser telling him how wonderful Gaston's Broadcasting and Production Technology team is doing announcing and streaming the games, and he is in total agreement. She has been instrumental in setting up and getting the details in order for her and her crew to provide this technology service for the College. Coach Nutt stated that since the day he met her, nothing has stopped her. He extended a warm and grateful thank you to Ms. Carmody from himself, the Athletics Department, and all of Gaston College. She received a round of applause.

Coach Nutt then relayed his story of about arriving at Gaston College. He quickly learned that everything he was used to having in place at other colleges related to sports was not in place at Gaston College. The program was brand new and had to be built from the ground up. He was grateful to First United Methodist Church for allowing the basketball team to practice at their gym. Venues in which to play that were of regulation size with an official score clock were sought and found. For each game, he learned that prior to a game there was no one assigned to pull out bleachers, put up seats, bring in a shot clock, bring in a public address system, act as greeters for officials at the door that require a special dressing room, clean the floors, be there two hours ahead of each game to set it all in place, and then clean it all up after the game.

He told how one day into the season, he went over to the Human Resources offices and couldn't get in. The reason why was that all the equipment for the games was piled in their offices! There are three people who stepped up to get done whatever needed to be done for the athletics basketball program that Coach Nutt wanted to thank. He asked Mr. Todd Baney, Ms. Katrina Conley, and Chief Talmadge McInnis to stand so he could express his and the team's gratitude for their unwavering work and support. They received a round of applause.

Coach Nutt then recognized Ms. Jessica Beck, Assistant Coach for Softball; Mr. Jamie Rosser, Head Coach Women's Cross Country and Assistant Coach for Men's Basketball; and Mr. Shohn Doty (not attending), Head Coach for Men's Baseball who have all done a tremendous job this year with their teams. He spoke of the baseball team's score statistic for the year of 26 – 1, which is a fabulous record! He felt that the opening of the Sims Legion Rhino Baseball Field on Saturday, March 26, was an unbelievable and historic day for Gaston College, Gaston County, and Gaston County Schools. The baseball team is currently 4th in the Country!

Coach Nutt described how he tells the athletes that yes, their sports career is and can be great, but they need to plan for the future with their education. If they have a degree, their future will be that much easier. Currently, there are 65 athletes, with an average GPA of 2.78. For fall sports, Gaston had seven athletes that made NJCAA Academic All American, which is a 3.0 or better. Four of the basketball players made that honor roll and two missed out with at 2.9! This is tremendous. He is very proud of the students in the Athletics program.

Coach Nutt then asked three attending athletes to introduce themselves to the Board. The first student was Ms. Serena Yalich, from Waxhaw, NC, who is a softball player and is majoring in nursing. Once she has her associate degree, she plans to transfer to a four-year university. The next student was Mr. Da'Marco Watson, from Brooklyn, NY; he is a basketball player who is pursuing an associate in arts degree. His goals are to earn a degree, go to a division 1 team, and then to the NBA. He is grateful to play for Coach Nutt and Coach Rosser as he feels based on their guidance, he can make that happen. He is grateful for the opportunity to play for Gaston College. The next student was Mr. Christian Baker, from Raleigh, NC, a baseball player and a transfer student from South Carolina. He stated that he has enjoyed the family atmosphere at Gaston since the day he arrived. He had recently committed to play for High Point University for the next two years. Mr. Baker added that Coach Doty had been great, and he has enjoyed his time at Gaston College. Dr. Hauser added that Mr. Baker is the closer for the baseball team and as of now, no one has scored on him! When he comes to the mound, the game is over. The Board gave all the athletes a round of applause.

Dr. Hauser concluded this presentation stating how proud he was of all the athletes. He had wanted the Board to hear from the athletes, so they could see how successful Gaston's Athletics program this year has been. He thanked the Board for their support of the program and their leadership; he also thanked the Coaching staff and the staff that assist them in that effort. Coach Nutt then announced to the Board that each were to receive a signed basketball that had a picture of the team on it to thank them.

Mr. Keigher requested that Coach Nutt send the athletics statistics he just spoke about to Ms. Dillon so he could present them at a Gaston County Commissioners meeting to the community through the televised meeting.

Mr. Huffstetler felt Gaston's teams had performed beyond expectations. He wondered if there was a way to get representation of our sports in our local newspapers as he felt the College's teams were not getting the recognition deserved. He challenged each Trustee to reach out to their local papers and TV stations to apply pressure to get this done. Dr. Hauser replied that Gaston's sports stories are released after every game to the College's website and to the local papers and TV stations; Ms. Ostrowski confirmed that statement. They get each update. As social media is more prevalent today, that may be the way to reach out to the county's population. The College does have a great Instagram page that is updated daily. Mr. Keigher indicated that a weekly update to the county's communication department may work as they could have it televised on Spectrum and ATT Universe.

A question was asked about the mascot's name. It is Mo, which relates back to the College's tagline of *Own Your Momentum*.

6. Why Community College Students Quit – Dr. Dewey Dellinger

At the request of a Board member, who had brought Dr. Hauser an article on community college students dropping out, he had asked Dr. Dellinger to bring forward information on why community college students do leave college without a degree when only a few credits away from graduation. Dr. Dellinger began the presentation with a chart displaying Gaston College student data from 2018 and 2019 related to the number of students who start each year, the number of students who "stop out" with 45 or more hours and no credential, the number who then transfer to another school, and the number who stop out completely. Dr. Dellinger explained all the data for each of those areas to the Board.

More data in the presentation referenced the top challenges to meeting educational goals that students reported has them stop out, which had been garnered from a student satisfaction survey that students had taken in 2022, with 3,329 students responding. From that same survey, students were asked if they would be registering for classes for the next semester. The answer percentages of the responses to yes, no, unsure, graduating, and transferring were discussed.

Dr. Dellinger then asked Dr. Sherrill to come forward as she had additional information to offer related to the data mentioned in the article. Dr. Sherrill stated there are 11 primary reasons students stop out. However, the article stated that many times, if a student is contacted, they do come back. Dr. Sherrill then relayed to the Board that no matter a student's reason for stopping out, her division works to mitigate it. She relayed to the Board some of the methods used to do that. If costs are too high for them, students are encouraged to complete the FAFSA application. Currently, 37% of Gaston College students receive Pell grants, with 13% receiving state aid, and 7.5% receiving scholarships. There are 42 GC Promise students coming in from the high schools taking Career and College Promise courses that are receiving funds to total about \$81,000. Distributions 1, 2, and 3 of the HEERF (Higher Education Emergency Relief Funds) funds has helped students, which amounts to several million dollars. Additionally, 47% of the 2021 high school graduates enrolling are getting Longleaf Commitment funds.

Another area of concern was that students would report they couldn't return to school as they were out of financial aid. For those students, Student Affairs lets them know they can appeal that ruling depending on circumstances. Students can also apply for scholarship funds. The article also brought forward the issue that students lack key information about advising and graduation and a connection to the college. With Gaston College's current QEP (Quality Enhancement Plan) that should help students receive the information they need and build that strong relationship to the College.

Unreliable internet for students taking online courses, too, presented an issue. Gaston College purchased 25 hot spots for areas around the College and 50 laptops students could check out to use then return each semester. If an emergency health issue is a problem, students are encouraged to work with the appropriate faculty to receive an

incomplete or withdrawal, so they do not receive a penalty with their financial aid. The Student Affairs Division is currently working to put a more formal withdrawal process in place, which they see as a more proactive approach. If they meet with a student before they withdraw, determine the issue, they feel a solution could be worked out. That personal touch with a student and their academic advisor has been noted as successful. Several Trustees asked questions about the presentation data, which Dr. Sherrill and Mr. Upchurch answered to their satisfaction. A request was made to send the presentation slides to the Trustees; Ms. Dillon agreed to do that.

7. Study Abroad Ireland – Ms. Kelly Hinson and Dr. Lisa Jurs

Dr. Jurs introduced Ms. Hinson (IT Faculty) to tell the Board about a collaboration between the Career and Technical Education and the Arts and Sciences Divisions, which is a Study Abroad Ireland trip for students. For this first travel experience, Ireland was selected as students would not have a language barrier to navigate. To be eligible to attend, students would need to be enrolled in the Humanities 120 class and be 18 or older. Students will have specific learning outcomes to complete, and, at the end of the trip, they will receive a certificate for Global Competency. This will be a student-focused, interdisciplinary trip that is faculty led to Bundoran, County Donegal in Ireland. For this trip, the College will partner with the Institute of Study Abroad Ireland, and the trip will begin and end in Dublin. Ms. Hinson relayed the proposed trip dates, cost, and items that would be included in the cost.

Ms. Hinson explained why the trip is an important aspect of a student's learning. Students would be fully immersed in the Irish culture, stay in a village setting, enjoy the local cuisine, and take day trips to see Ireland's businesses related to textiles, engineering, cybersecurity, and/or other areas in which they have interest. It is Ms. Hinson's and Dr. Jurs' belief a trip of this nature better prepares students for today's global economy. Information about the trip will be posted to the Study Tours website of Gaston College.

After the trip, students will be taught how to add this information to their resumes, talk about it in job interviews, and add it to their applications to four-year institutions or for grad schools. Dr. Hauser added that the trip had been vetted through the Executive Council and the President's Cabinet. He thanked Ms. Hinson and Dr. Jurs for their report.

D. PRESIDENT'S REPORT

Dr. Hauser's activities, since the November 15, 2021, Board of Trustees meeting, were provided in the Board packet. Also, in the Board packet were reports from the Executive Vice President for Academic and Student Affairs and Vice Presidents/Administrators for Economic and Workforce Development; Finance and Operations; Human Resources, Organizational Development, and Safety; the Foundation; and the Textile Technology Center.

Economic Value of Gaston College – Dr. Hauser asked the Trustees to refer to a handout provided, which was an Economic Impact Analysis of Gaston College (GC). He specifically noted that the College added \$266.9 million in income to the GC service area economy, a value approximately equal to 2.5% of the region's total gross regional product. In terms of

jobs, GC's impact supported 4,843 jobs. For perspective, the activities of GC and its students support one out of every 28 jobs in the GC service area, which is a tremendous impact.

With this local impact in mind, Dr. Hauser added that at the recent Legislative Breakfast on March 21, the College's local legislative delegation asked that the College move forward with a formal request for funding for the expansion of the David Belk Cannon project focused on the health sciences programs, the simulation center, additional equipment, athletics program, and potential dental programs. Dr. Hauser asked for the Board's approval to move ahead with that formal request.

Mr. Dancoff added that the College is currently in an ideal situation as the House Appropriations Committee Chair and the Education Committee Chair are from the College's legislative delegation and are willing to support the College. The "ask" would be approximately \$60 million. As there were not any objections to the ask, Dr. Hauser would generate the proposal to go to the legislative delegation within the next seven to ten days.

Mr. Stewart asked Chair Dancoff if he felt it would be appropriate to make a motion to approve this ask to the General Assembly on behalf of the College.

Chair Dancoff entertained a motion that the Gaston College Board of Trustees endorse pursuing additional funds from the North Carolina General Assembly for construction on the Gaston College Campus of the 94,000 square foot David Belk Cannon Expansion for the health sciences programs, a simulation center, an Early College Medical Science High School, an athletics component, and any other projects, for approximately \$60 million. Sheriff Cloninger so moved, Mr. Hall seconded the motion.

Chair Dancoff asked if there was any other discussion. Mr. Stewart added that this project would require the College to have working partnerships with the County Commissioners, the Gaston County Board of Education, and the hospital entities as all would need to be on board with the project as it's so substantial. Dr. Hauser added that some partnerships are currently in place, but others need to be worked out. Mr. Peek, President of CaroMont Regional Health, was ready to put together his group to provide specific details as to the needs of the hospital based on data. The public-school system will not have to build a new school if this project goes forward, so they will be on board, too. Dr. Hauser felt it imperative to get the preliminary project information into the hands of the legislative delegation now and follow up with more specific information later.

The motion carried.

North Carolina Association of Community College Presidents (NCACCP) Meeting - The November 17, 2021, meeting of the NCACCP was held at Wake Technical Community College-RTP Campus.

Board of Trustees Orientation - On December 7, 2021, the Board of Trustees Orientation for new trustees was held in the Dalpiaz Student Success Center. New Trustees, Mr. Jonathan

Fletcher, Judge Jesse Caldwell III, and Mr. Joseph Wittmer (the SGA President) were welcomed and provided an overview of the College.

Gaston College's Walk-through Holiday Event - Due to the COVID pandemic, the College's holiday event could not be a sit-down lunch and gathering. However, Gaston College's Social Committee hosted a "Candyland" walk-through on December 9, 2021, of delightful holiday decorations.

Lincoln County Workforce Development Center - Gaston College is working with the Lincoln Economic Development Association in efforts to address some of the needs of local manufacturers, which center on how to develop and retain Lincoln County talent. On January 14, 2022, a meeting was held in Lincolnton to discuss how Gaston College could address some of those needs.

Articulation Agreements Signing Ceremony - On January 25, 2022, Gaston College welcomed NC State University (NC SU) and Catawba Valley Community College (CVCC) administrators to the Dallas Campus for an Articulation Agreements Signing Ceremony.

Gaston Business Association (GBA) Quarterly Meeting - The GBA held its Quarterly Meeting on January 26, 2022. One of the main meeting topics of interest revolved around the Talent Pipeline Management (TPM) program. TPM is a workforce strategy that can meet the needs of an ever-changing business environment.

North Carolina State Emerging Issues Forum - The NC State Emerging Issues Forum was held virtually February 7 – 9, 2022. There were four modules divided into three days, built around key forum themes which included: 1) The Impact of the Pandemic on Educational Attainment in North Carolina and State Level Support for Local Level Action on Attainment, 2) Strategies for Closing our Attainment Gaps, 3) Moving Forward Together, and 4) the Imperative of Employer Engagement.

Rhino Chat – Dr. Hauser and the Campus - On February 15, 2022, the first Rhino Chat with Campus personnel was held in the David Belk Cannon auditorium. This was an informal gathering that allowed for discussion of whatever was on the mind of faculty and staff.

David Belk Cannon Family Scholarship Luncheon - On February 17, 2022, approximately 50 guests attended the David Belk Cannon Family Scholarship Luncheon, which is held to recognize the achievement of students and the generosity of those who are helping to make dreams come true through student scholarships.

Montcross Area Chamber of Commerce (MACC) - On February 23, 2022, the MACC held its Annual Election of Board of Directors, of which Dr. Hauser is a newly appointed Director.

Lenoir Rhyne University / Community College Summit - On February 25, 2022, administrators from Lenoir Rhyne University (LRU) and several North Carolina community colleges met to discuss creation of a unique LRU Regional Community College Partnership to include several community colleges and their students.

Basketball Sophomore Night - Gaston College celebrated its sophomore basketball players that were concluding their playing season and moving on to other schools on February 28, 2022. Prior to tipoff, four departing players were each honored for their contributions to the team's successful season. Coach David "Dickey" Nutt and Assistant Coach Jamie Rosser are very proud of the effort of the whole team, which concluded with an 18 - 10 overall record.

Community College Presidents and Superintendents Convening - The NC Association of Community College Presidents and the NC School Superintendents Association convened on March 3-4, 2022, to discuss several topics that currently, and in the future, will affect how their institutions function.

Gaston College Hometown Open House at the Kimbrell Campus - Gaston College, the Textile Technology Center, and NC State Wilson College of Textiles partnered with Gaston College on March 22, 2022, to host the inaugural Hometown Open House at the Kimbrell Campus.

Diversity, Equity, and Inclusion: Racial Equity for Adult Credentials in Higher Education (REACH) Collaborative - Gaston College was chosen to participate in the REACH project, a national initiative focused on helping more Black, Hispanic, Latino, and Native American adults (25 years or older) earn credentials. The College has received \$25,000 to use for marketing and recruitment of adult learners of color.

Publication - English faculty member, Ms. Brittney Prichard, has a poetry book, *Let the Spiders Out*, in pre-publication. The book will be released in Summer 2022.

Student Achievement - Gaston College recently became a state testing site for Nurse Aide testing. Since opening the state testing site on campus, our first cohort of ten Gaston College students completed the state testing and all ten students passed on the first attempt (100% pass rate). The second cohort of 12 students completed testing last week, and the College is awaiting results at this time.

Health Care Apprenticeships - In Fall 2022, a 20-student cohort from CaroMont will begin the practical nursing program (program expansion/additional students in practical nursing over current number of students). Over 280 CaroMont employees have applied for this 20-person cohort. The College is working with CaroMont to develop a medical assisting cohort for students not accepted into the practical nursing cohort. Atrium Lincoln will sponsor two students for a practical nursing apprenticeship for Fall 2022. This will be used as a pilot for Atrium Lincoln.

In January 2022, CaroMont paid the final semester of tuition/fees costs (for Spring 2022) for Associate Degree Nursing students who agreed to work at CaroMont after graduation. Over 50 students took advantage of this opportunity. In addition, CaroMont will pay the final semester of tuition/fees costs for practical nursing students this summer, again, if they commit to working at CaroMont after graduation.

College Now and Early Colleges - In the Spring 2022 semester, Gaston College enrolled 1,818 high school students through the College Now program and 311 high school students through

the two early college programs (Gaston Early College High School and Gaston Early College of Medical Sciences).

Educational Partnerships - On March 1-2, Gaston College hosted 890 Lincoln County Schools eighth graders to tour the campus and learn about the many career and technical education offerings available through Gaston College.

Instructional Technology - Quality Matters Project – In November 2021, Ms. Karen Duncan began working with nine faculty members and two contracted Instructional Designers to certify online courses meeting Quality Matters standards.

On March 10, 2022, Dr. Lori Metcalf, Associate Dean for Arts & Sciences/Instructor-Psychology earned the Quality Matters (QM) Certification Mark following a rigorous review process. The QM Certification Mark is the internationally recognized symbol of online and blended course design quality and represents Dr. Metcalf's ongoing commitment to creating learning environments that provide learners with a clear path to success. A course earns the QM Certification Mark once it meets QM Rubric Standards at the 85% threshold or better and meets all Essential Standards. Dr. Metcalf's course scored 99 percent. In November 2020, Ms. Karen Duncan earned the QM Certification Mark for her course, OST 286 Professional Development.

Ms. Tonia Broome, Dean of Arts & Science, submitted MAT 152 Statistical Methods I. Ms. Leslie Martin, Associate Dean for CTE/Instructor Office Administration, submitted OST 137 Office Applications I, the reviewer selection is pending. Mr. Scotty Brooks, Program Chair/Instructor Civil Engineering & Business, submitted BUS 110 Introduction to Business, the course review is now in progress. The following courses will be submitted for review by April 10, 2022:

- ACA 122 College Transfer Success – Ms. Chris Ziemba-Tolbert, Instructor Academic Studies
- CIS 115 Intro to Program & Logic – Ms. Kelly Hinson, Instructor Information Technology
- CTS 130 Spreadsheet – Ms. Angie Rudd, Instructor Information Technology
- ENG 111 Writing and Inquiry – Ms. Melanie DeKerlegand, Instructor English
- ENG 112 Writing/Research in the Discipline – Ms. Michelle Domenech, Instructor English

Writing Center - Dr. Amy Overbay and Dr. Chris Thurley, of the Gaston College Writing Center, had an article, "Community College Writing Center Visitation and Outcomes: a RAD Approach to Assessing Writing Center Use and Student Success," accepted for publication in the Writing Center Journal, the premier journal for writing center studies. This article will be released in a 2023 edition of the journal. Additionally, Dr. Thurley had an article published in Resources for American Literary Study out of Pennsylvania State University.

Writing Coach, Ms. Aolani Gouge is being considered for Tutor of the Year for NCTLA (North Carolina Tutoring and Learning Association).

Marketing - A marketing brochure highlighting the new branding that was done by our partner, Red Cactus Marketing, has won two awards. The student viewbook won top honors at the Tucson American Advertising Awards and Bronze at the 2022 Educational Advertising Awards.

Student Development - Mr. Joseph Wittmer, SGA President, was appointed as the N4CSGA Vice President for 2021-2022.

Apprenticeship 321 - Currently, there are 70 Apprentices enrolled in 14 Pathways from 20 companies. One hundred six individuals have completed the Apprenticeship Program, and the College has 24 Youth Apprentices from 11 High Schools in the program.

Department for EMS Education - During the week of March 14, 2022, an EMT class finished in Lincolnton. It is first class there in 15 years!

Fire and Rescue Training - They are hosting the 66th offering of the NC Breathing Equipment and Firefighter Survival school March 14-18. Sixty students from across the state and the southeast are enrolled. This school, hosted twice a year, is full through the October 2024 class.

On-line continuing education for firefighters continues to be a success with 300+ students attending two classes monthly. These online classes are giving additional options for firefighters to obtain required training.

Life Skills - Enrollment continues to increase; it is currently at 150 students.

Corrections - A meeting is scheduled April 15, 2022, to discuss resuming classes at the Gaston County jail for the first time since the COVID pandemic.

Workforce Development (CE/HRD) – Since July 1, 2021, the Workforce Development department has provided training to 2,526 students, generating 123.05 FTE. This is an increase from the last update provided of 1081 students and 53.79 FTE from December 2021 to March 2022.

Organizational Development - The 2022 Professional Development Day is scheduled for Wednesday, April 13, 2022. The theme is, "Leadership that Ignites Student Success." There will also be 29 breakout sessions divided into 13 learning pathways.

WSGE Radio (91.7 FM) – The radio station had received pledges for \$89,863.85 against a combined goal of \$80,000 for the fall/year-end 2021 drives. To date, 87,133.85 has been collected.

Chair Dancoff asked if there were any questions for Dr. Hauser concerning the activities; there were none.

E. SGA PRESIDENT'S REPORT

SGA President, Mr. Joseph Wittmer, provided the SGA report on SGA activities as of November 15, 2021.

SGA Sponsored Events - SGA planned and sponsored various events since the last Board of Trustees meeting. There was a total of 2,187 students who participated in all the events that were held.

- First Gen Student Pop-up /w TRiO
- SGA Movie on the Lawn
- Trivia Thursday: Veteran's Day
- Go Pink: Breast Cancer Awareness & Mammography Bus Pop-up
- First Generation Lunch & Learn
- JCSU Transfer Pop-up
- Holiday Themed Trivia
- Stress-Free Treat Bags (All three Campuses)
- Stress-Management Virtual Workshop
- Welcome Week with Cookies and Resources (All three Campuses)
- National Popcorn Day Pop-Up (All three Campuses)
- Human Trafficking Awareness Event
- N4CSGA x NCCCS Survey Promotion Pop-Up (All three Campuses)
- Valentine's Day Heart-Shaped Pizza Grab & Go (All three Campuses)
- Trivia Thursday: Brain Teaser Trivia

American Red Cross Blood Drive - SGA sponsored a blood drive with the American Red Cross. On November 30, 2021, a total of 23 units of blood were collected.

Toys for Tots - SGA held its annual Marine Corps Toys for Tots drive during November 8 – December 8, 2021, on the Dallas and Lincoln campuses. A total of 193 toys were donated to children in Gaston and Lincoln counties.

International Day of People with Disabilities Virtual Bulletin Board - On December 3, 2021, the SGA highlighted a virtual bulletin board on our social media accounts for International Day of People with Disabilities to support and empower both individuals who identify as People with Disabilities and their allies.

Gastonia Christmas Parade - On December 5, 2021, six students representing SGA and TRiO along with two advisors participated in the annual Gastonia Christmas Parade.

Human Trafficking Awareness Event - On January 26, 2022, the SGA invited Ms. Hannah Hopper and Ms. Mollie Weakland of the Hope United Survivor Network in Gaston County to speak with students, faculty and staff on the topic of Human Trafficking for Human Trafficking Awareness Month (January).

Valentines for Vets - On January 24 to February 7, the Student Government Association held its annual "Valentines for Vets" initiative, which provides Gaston College faculty, staff, and students the opportunity to offer kind words and appreciation for the sacrifices of local

veterans. A total of 270 cards were made and sent to four Veterans' Hospitals located throughout Belmont, Charlotte, and Lincolnton.

N4CSGA Division Meeting - On February 26, 2022, five SGA members and three advisors attended the virtual North Carolina Comprehensive Community College Student Government Association Division Meeting.

International Women's Day Virtual Bulletin Board - On March 8, 2022, the SGA created and posted a virtual bulletin board to our social media accounts on the topic of International Women's Day.

N4CSGA Executive Board - During December 2021, Mr. Wittmer was appointed Vice President of the N4CSGA. He worked in collaboration with the executive board to create a survey in partnership with the system office to help with their next four years of strategic planning.

Chair Dancoff thanked Mr. Wittmer for his report.

F. CAMPUS AFFAIRS

Chair Dancoff called on Ms. Davis to present the Campus Affairs items for review and approval.

Ms. Davis informed the Board that all the items to be reviewed were discussed in Committee and unanimously approved, and the terminations of the programs would not impact the budget as there were no implications for the staff. Although the review of the programs noted them as terminations, two were being renamed and the other two combined to streamline the programs.

Ms. Davis then asked Dr. Dellinger (as Dr. Woodson was absent) to present the proposed program terminations for review and approval. Dr. Dellinger explained that the Industrial Systems Technology program and the Manufacturing Technology program contained a lot of overlap. These two programs do contain some different classes, but tend to syphon students away from each other, which leads to low enrollment in them. The Applied Engineering Technology: Industrial and Manufacturing program will combine the students from those programs.

1. Termination of the A.A.S. in Industrial Systems Technology Program

At this time, Gaston College is approved to offer an Associate in Applied Science (A.A.S.) in Industrial Systems Technology. The College is also approved to offer an A.A.S. in Applied Engineering Technology. In order to streamline operations within the Career and Technical Education Division, the College proposes to terminate the A.A.S. in Industrial Systems Technology. Current enrollment in the A.A.S. in Industrial Systems Technology is 19 students. Faculty will work with all current students to develop a plan for degree completion for the Industrial Systems Technology program. Students will also be given the option of changing their program to Applied Engineering Technology due to the overlap in these programs.

Courses shared between Applied Engineering Technology and Industrial Systems Technology:

- ATR 112, Intro to Automation
- ELC 112, DC/AC Electricity
- ELC 115, Industrial Wiring
- ELC 117, Motors and Controls
- ELC 128, Intro to PLC
- HYD 110, Hydraulics/Pneumatics I
- ISC 112, Industrial Safety
- ISC 132, Manufacturing Quality Control
- MAC 141, Machine Applications I
- MEC 180, Engineering Materials
- MNT 110, Intro to Maintenance Procedures
- MNT 220, Rigging and Moving
- WLD 112, Basic Welding Processes

All general education coursework (15 hours)

The Applied Engineering Technology program is being renamed to Applied Engineering Technology: Industrial and Manufacturing. Full-time faculty will continue to teach relevant courses within the Applied Engineering Technology program.

A motion to approve this program termination was combined with the termination of the A.A.S. in Manufacturing Technology Program, which was reviewed next.

2. Termination of the A.A.S. in Manufacturing Technology Program

At this time, Gaston College is approved to offer an Associate in Applied Science (A.A.S.) in Manufacturing Technology. The College is also approved to offer an A.A.S. in Applied Engineering Technology. In order to streamline operations within the Career and Technical Education Division, the College proposes to terminate the A.A.S. in Manufacturing Technology. Current enrollment in the A.A.S. in Manufacturing Technology is 33 students. Faculty will work with all current students to develop a plan for degree completion for the Manufacturing Technology program. Students will also be given the option of changing their program to Applied Engineering Technology due to the overlap in these programs.

Courses shared between Applied Engineering Technology and Manufacturing Technology:

- ATR 112, Intro to Automation
- DFT 170, Engineering Graphics
- EGR 111, Engineering Comp and Careers
- ELC 131, Circuit Analysis I
- HYD 110, Hydraulics/Pneumatics I
- ISC 112, Industrial Safety
- MEC 161, Manufacturing Processes I
- MEC 180, Engineering Materials

All general education coursework (15 hours)

The Applied Engineering Technology program is being renamed to Applied Engineering Technology: Industrial and Manufacturing. Full-time faculty will continue to teach relevant courses within the Applied Engineering Technology program.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve terminating the A.A.S. in Industrial Systems Technology and the A.A.S. in Manufacturing Technology programs as presented.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there was any discussion. There was none.

The motion carried.

3. Termination of the A.A.S. in Computer Engineering Technology Program

At this time, Gaston College is approved to offer an Associate in Applied Science (A.A.S.) in Computer Engineering Technology. The College is also approved to offer an A.A.S. in Electronics Engineering Technology. In order to streamline operations within the Career and Technical Education Division, the College proposes to terminate the A.A.S. in Computer Engineering Technology. Current enrollment as of Spring 2022 in the A.A.S. in Computer Engineering Technology is 19 students. Faculty will work with all current students to develop a plan for degree completion for the Computer Engineering Technology program. Students will also be given the option of changing their program to Electronics Engineering Technology due to the overlap in these programs.

All courses are shared between the two programs except one: PHY 152, College Physics II. This physics course is required for Electronics Engineering Technology and was not required in Computer Engineering Technology. Full-time faculty will continue to teach relevant courses within the Computer Engineering Technology program.

A motion to approve this program termination was combined with the termination of the A.A.S. in Mechatronics Engineering Technology Program, which was reviewed next.

4. Termination of the A.A.S. in Mechatronics Engineering Technology

At this time, Gaston College is approved to offer an Associate in Applied Science (A.A.S.) in Mechatronics Engineering Technology. The College is also approved to offer an A.A.S. in Mechanical Engineering Technology. In order to streamline operations within the Career and Technical Education Division, the College proposes to terminate the A.A.S. in Mechatronics Engineering Technology. Current enrollment as of Spring 2022 in the A.A.S. in Mechatronics Engineering Technology is 12 students. Faculty will work with all current students to develop a plan for degree completion for the Mechatronics Engineering Technology program. Students will also be given the option of changing their program to Mechanical Engineering Technology due to the overlap in these programs.

All courses are shared between the two programs except:
MEC 270, Machine Design
DFT 153, CAD III
EGR 250, Statics/Strength of Materials
MAT 152, Statistical Methods I OR MAT 271, Calculus I

Four different elective courses were required for the Mechatronics Engineering Program. Course substitutions for courses completed by students as a part of the Mechatronics Engineering Program will be made as allowable by the Mechanical Engineering Curriculum Standard to help students in this transition. Full-time faculty will continue to teach relevant courses within the Mechanical Engineering program.

Dr. Dellinger relayed that the Computer Engineering Technology and the Mechatronics Engineering Technology are programs that overlap many courses with other programs. Termination of these two programs will streamline program pathways. There will not be any impact on the budget or implications for the staff.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve terminating the A.A.S. in Computer Engineering Technology and the A.A.S. in Mechatronics Engineering Technology as presented.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there was any discussion. There was none.

The motion carried.

5. Policy 4-25 Credit for Prior Learning

Chair Davis referred the Board to the policy for review and relayed that it was being changed to conform to state code and be more student friendly. She assured the Board that the Campus Affairs Committee did go through all the changes to be considered. She called on Dr. Dellinger, who deferred to Dr. Sherrill, to guide the Board through the policy for review. Dr. Sherrill reiterated that several revisions to the policy were based on state board code, internal revisions, and edits to broaden its scope and make the policy more student friendly to transferring students.

This policy has been revised to align with amendments to SBCC Code Subchapter 800. Credit for Prior Learning. Language has also been added to broaden the acceptance of transfer course credit.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the revisions to Policy 4-25 Credit for Prior Learning as presented.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there was any discussion. There was none.

The motion carried.

G. FACILITIES

Chair Dancoff called on Sheriff Cloninger to present the Facilities items for review. Sheriff Cloninger directed the Trustees to the items in the packet. Ms. Alman added some details to the report.

1. Capital Reports

Lincoln Campus Space Renovation

A bid opening was held on December 14, 2021, at 2:00 p.m. for the Lincoln Campus renovations general contractor. Seven bids were received and Beam Construction Company, Inc. was the lowest bidder. ADW Architects evaluated the bids and recommended awarding the construction bid to Beam Construction with a base bid of \$895,800. On February 11, the Board of Trustees ratified the approval of the Lincoln Campus Bid Renovation Recommendation given through email correspondence resulting from a December 21, 2021, correspondence from Dr. Hauser to the Board of Trustees.

Recently, there was a meeting on Lincoln Campus between the architects, the contractor, the Lincoln County mayor and supervisors, and the Director of Lincoln County Facilities where a lot of questions were considered and answered. The project is moving along well. Hopefully, it will be completed by September 2022.

Fiber Innovation Center

The final cost estimate will be determined after design development documents have been submitted, which occurred in late March. New sketches of the project were provided that included color schemes and finishing materials. The additional \$5M in funding has arrived from the state. Last week design documents were submitted to the State Construction Office, and now there is a 45-day review period. Once those designs are ready/approved, the project will move ahead. The College has gone into early bid packages for the roof materials and outer walls to lock in pricing.

Beach Volleyball Courts

A bid opening was held on January 4, 2022, for the Beach Volleyball Courts project. Only one bid was received from Custom Site Development (a division of Quinn Sales, Inc.). Custom was the general contractor of the Café Upfit and the Firing Range facility.

On January 5, 2022, eleven Board of Trustees members approved by email to award the construction bid to Custom Site Development. The full Board ratified the email approval on February 11.

Dr. Hauser requested the Board's approval to add construction project alternate #1 to build two (2) additional courts for \$125,000. The Board approved his request on February 11, 2022.

The footprint has been widened for five (5) courts, with the perimeter drainage trench in place. The drain basins under the two (2) additional courts are being graded in now. Electrical circuits were moved and reconnected to our existing sidewalk and parking lot lights.

Nine (9) trees were removed from the construction site along with the stumps. Debris and dirt were removed by Gaston College grounds and disposed on-site (filled-in areas eroding on campus). Both were cost-saving measures for the project. The completion date for the project, barring any additional weather delays, is May 9, 2022.

These items were presented for informational purposes; no action was necessary.

H. FINANCE

Chair Dancoff asked Mr. Huffstetler to present the Finance Items for review. Mr. Huffstetler asked Ms. Alman for assistance in explaining the finance items.

1. FY 2021-2022 State Operating Budget

The Board reviewed the FY 2021-2022 State Operating Budget shortfall analysis, DCC 2-1, and budget resolution provided in the Board packet. The FY 2021-2022 State Operating Budget totals \$33,583,349.

Upon the recommendation of the Finance Committee, Mr. Huffstetler moved that the Gaston College Board of Trustees approve the FY 2021-2022 State Operating Budget as presented.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there were any discussion. There was none.

The motion carried.

2. FY 2021-2022 Base Salary Increase, Part-time Temporary Staff Hourly Rate Increase, and Educational Advancement

For FY 2021-2022, the NC legislature appropriated recurring funds to support recurring salary increases for community college employees equivalent to the cost of providing an across-the-board salary increase of 2.5%. The funding allocated to Gaston College for salary increases, including benefits, for state-funded positions is approximately \$633,910. Gaston and Lincoln counties did not appropriate funds for salary increases for county-funded positions; however, county funding is available due to vacant positions. Special funds are also available to support increases for positions funded from those sources.

To meet state mandated deadlines, the FY 2021-2022 salary increases were appropriated as follows:

Full-time regular, part-time regular and eligible full-time temporary employees

- North Carolina approved a 2.5% increase to the base salary of all full-time regular, part-time regular, and full-time grant-funded employees.
- The 2.5% increase to the annual base salary was in effect on 6/30/21 and was retro-effective to 7/1/21.
- Employees must have been employed on both 6/30/21 and 12/31/21 to be eligible, which includes transfer from another eligible state agency.
- A retro-payment for 7/1/21 to 12/31/21 (subject to retirement contributions) was included in the January 2022 paycheck.
- For longevity payments made between 7/1/21 to 12/31/21, a retro-effective payment for the difference between the amount paid and the amount after the 2.5% salary increase was included in the January 2022 paycheck.
- The minimum annual salary for full-time positions was adjusted to the new state minimum of \$31,200 after the 2.5% increase was applied. The applicable adjustments were processed in February 2022 and were retro-effective to 7/1/21.

Part-Time Temporary Staff

- Part-time temporary staff positions that are funded with state, county, grant, and in some cases special/institutional funds were adjusted to a minimum of \$13/hour, effective 7/1/21.
- For those employed on 12/31/21, regardless of hire date, and made less than \$13/hour, a retro-effective payment was made for hours worked between 7/1/21 and 12/31/21, including payments through January 2022. The payment was the difference between what was paid and \$13/hour and processed in February 2022.

Part-Time Temporary Curriculum Instructors

- The part-time temporary curriculum instructor rates for Master's/Educational Specialist and Doctoral degree education level was adjusted to the new state minimum of \$32.02/hour for Masters/Educational Specialist and \$34.22/hour for Doctoral degree, retro-effective to 7/1/21 and paid in March 2022.

Educational Advancement

- A 4% increase to the base salary for 13 employees who attained an advanced degree between July 1, 2018, and June 30, 2021, retro-effective to July 1, 2021, was implemented. The educational advancements will be paid in the April 2022 paycheck.

The total to be awarded for educational advancement is \$28,932. Please see chart on the next page for budget implication.

| | Fund Sources | | |
|--|--------------|----------|-----------|
| | State | County | Special |
| Base Salary Increase (Retro Included) | 457,727 | \$65,052 | \$55,489 |
| Advanced Degree Increase (Recurring) | \$23,419 | \$2,797 | \$2,716 |
| Relating Benefit Increases (Recurring) | \$152,764 | \$21,542 | \$18,9480 |

Upon the recommendation of the Finance Committee, Mr. Huffstetler moved that the Gaston College Board of Trustees approve the following actions:

- Ratify a 2.5% increase to the base salary of all full-time regular, part-time regular, and full-time grant-funded employees, retro-effective to 7/1/21.
- Ratify the minimum annual salary adjustment (after the 2.5% increase was applied) for full-time positions to the new state minimum of \$31,200, retro-effective to 7/1/21; and that,
- Ratify the hourly rate increase for part-time temporary staff positions funded with state, county, grant, and in some cases special/institutional funds to a minimum of \$13/hour, effective 7/1/21; and that,
- Ratify the part-time temporary curriculum instructor rate increases for Master’s/Educational Specialist and Doctoral degree education level to the new state minimum of \$32.02/hour for Masters/Educational Specialist and \$34.22/hour for Doctoral degree, retro-effective to 7/1/21; and that,
- Approve an Educational Advancement increase of 4% be awarded to the base salary of those eligible employees who earned an advanced degree between July 1, 2018, and June 30, 2021, retro-effective to July 1, 2021.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there were any discussion. There was none.

The motion carried.

3. FY 2022-2023 Gaston County Operating Budget

The proposed FY 2022-2023 Gaston County Operating Budget is attached. This year’s county operating budget request totals \$6,304,932 and includes an increase of \$686,870 (12.23%) over the FY 2021-2022 actual budget. The largest portions of the increase relate to State salary and benefit increases and increases in cost of utilities, gasoline, and maintenance and operating supplies:

- Salary and benefits, 5% increase \$ 132,956
- New Positions (Housekeeping, Plant Operations, Grounds) \$ 130,000
- State increases in retirement and health rates \$ 199,629
- Utilities, gasoline, and maintenance \$ 207,179

| | |
|---|------------|
| • Cyber Security Insurance Premium Increase | \$ 15,000 |
| • Tower Antenna Lease Escalation | \$ 2,106 |
| Total estimated increase | \$ 686,870 |

State Salary Increases

North Carolina Community Colleges have not received a pay increase since year 2018-19, even when North Carolina K-12 teachers and staff have. The College's request for salary increases for fiscal year 2022 went unfunded by the County last year. The North Carolina Governor approved a biennium 5% increase in December 2021 spread over two years as 2.5% for fiscal year 2022 and another 2.5% for fiscal year 2023. In addition, effective July 1, 2022, the State requires all employees earn a minimum of \$15 per hour worked. Retirement rates will increase 2.8% and the cost for health insurance will increase 0.86% over the prior year. These combined increases will hit the 2022 and 2023 budgets adding \$332,585 in payroll costs for fiscal year 2023.

New Positions

As Gaston College continues to grow, adding buildings, athletics venues, and programs, our need for adequate staffing to maintain the building and grounds also grows. The College has not added staff positions for the past several years. The College requests three (3) new positions estimated to add \$130,000 to the budget request. An additional housekeeper and a plant operations technician is needed to help care for and maintain our buildings. The addition of a horticulture specialist to our Grounds Team will assist in maintaining and enhancing our campus grounds.

Other Budget Items

Additionally, we anticipate a 10% (\$142,179) increase in utility costs in the coming year and significant increases in gasoline (\$50,000) and custodial supplies (\$15,000) costs due to inflation and continuing supply chain issues. General liability and cybersecurity insurance premium rates for 2022-2023 are expected to increase an estimated \$15,000 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 fiscal year 2021-2022 budget by \$369,195 due to continuing uncertainties related to the corona virus pandemic. The prior year unfunded request impacts the fiscal year 2022-2023 budget request resulting in a larger request than usual. For example, since the County did not fund salary increases requested in fiscal year 2022, the College is requesting the entire 5% salary increase and benefit increases in the current year.

Upon the recommendation of the Finance Committee, Mr. Huffstetler moved that the Gaston College Board of Trustees approve the proposed FY 2022-2023 Gaston County operating budget request totaling \$6,304,932 as presented.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there were any discussion. There was none.

The motion carried.

4. FY 2022-2023 County Capital Priorities

The Trustees reviewed the proposed FY 2022-2023 County Capital Priorities along with five-year projections. The capital priorities for FY 2022-2023 reflect needs totaling \$1,575,000. The priorities are subject to change due to unforeseen maintenance requirements that might arise.

In June 2015, Gaston County Commissioners restored our 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 2022-2023 County Capital Priorities total \$1,575,000. 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, Mr. Huffstetler moved that the Gaston College Board of Trustees approve the FY 2022-2023 County Capital Priorities as presented.

As this motion came from Committee, a second was not required. Chair Dancoff asked if there were any discussion. There was none.

The motion carried.

5. State Purchasing Compliance Review

North Carolina Administrative Code Title 1, Chapter 5, Section .1605 empowers the Division of Purchase and Contract (P&C) with the authority to conduct compliance reviews on purchasing practices at all agencies. The purpose of the compliance review shall be to determine if an agency is complying with North Carolina's purchasing laws and regulations and whether the agency should continue having the same delegation amount, have it reduced, or increased.

The College was notified on December 14, 2021, that Division of Purchase & Contract was preparing to conduct a routine compliance review of the purchasing process and activities of Gaston College for the period July 1, 2020, through June 30, 2021. The last purchasing compliance review was conducted in 2018.

A population of 3,094 E-Procurement purchase orders were reviewed. The Purchase orders were selected from E-Procurement and Direct payments from accounting payment files. P-Card purchases were selected from Works purchase files. The transactions reviewed included contracts (term, agency specific, service), requisitions, approvals, purchase orders, file documentation, the receiving process, invoices, retention, etc.

The compliance review objectives are to:

1. Determine that Gaston College's purchasing staff understands and adheres to North Carolina General Statute Article 3 of Chapter 143 and Administrative Code Title 1, Chapter 5.
2. Determine that Gaston College's internal policies, procedures, and processes accurately reflect the applicable requirements of North Carolina General Statutes and the Administrative Code.
3. Exchange ideas of how the State of North Carolina can become more efficient and cost effective.
4. Communicate and offer training opportunities via the Division of Purchase and Contract or in conjunction with professional organizations (i.e. CAGP, NIGP, etc.) to better educate and, in turn, increase productivity of purchasing personnel.
5. Develop a mutually beneficial working relationship between Gaston College and the Division of Purchase and Contract.

A closing meeting was held on February 10th. The compliance officer was very complimentary of the efforts made by Gaston College to comply with all state purchasing guidelines and the compilation of the internal college purchasing and p-card manuals.

Of the 3,094 purchase orders reviewed, (1) was a pressing need or emergency purchase and was not properly documented and submitted to the Division of Purchase and Contract as required.

The compliance review finding, recommendations, and responses are as follows:

Finding 1: Insufficient Documentation to Support SPO Approval of an Emergency Purchase

In accordance with North Carolina General Statutes, § 143-57, and the North Carolina Administrative Code, 01 NCAC 5B.1602, in case of any emergency or pressing need arising from unforeseen causes including but not limited to delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work, the Secretary of Administration shall have power to obtain or authorize obtaining in the open market any necessary supplies, materials, equipment, printing or services for immediate delivery to any department, institution or agency of the State government. A report on the circumstances of such emergency or need and the transactions thereunder shall be made a matter of record promptly, thereafter. If the expenditure exceeds \$10,000, the report shall also be made promptly thereafter to the Division of Purchase and Contract.

Recommendation:

Gaston College should solicit competition whenever possible. If competition is not solicited, the reason(s) for the waiver of competition shall be made part of the procurement file. The College is required to submit documentation to the Division of Purchase and Contract for prior approval of an emergency purchase exceeding \$10,000 and must report an emergency or pressing need purchase that exceeds \$10,000 when prior approval is not obtained. Additionally, the College must also obtain prior approval for P-Card transaction limit increases which may be required for an emergency or pressing need purchase.

Response:

Gaston College and the Purchasing Department will continue to monitor emergency orders closely. The College will consider the purchasing delegation of \$10,000 when it applies to pressing needs and emergencies. If purchases exceed the purchasing delegation, the college will promptly report any emergency need as a Matter of Record to the Division of Purchase and Contract.

The College will also continue to monitor emergency P-Card orders to ensure that they follow the North Carolina General Statutes and North Carolina Administrative Code.

The College will continue to solicit competition when possible, regarding emergency purchases. If it is not solicited, Gaston College shall request a waiver of competition from Purchase and Contract when applicable.

This finding will be discussed with the college's Executive Council members and their direct reports regarding procedures for emergency orders.

Gaston College will act in regard to this finding in accordance with North Carolina General Statutes, § 143-57, and the North Carolina Administrative Code, 01 NCAC 5B.1602.

This item was presented for informational purposes; no action is needed.

6. EAGLE Internal Control Program Review

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."

Effective internal controls are the foundation for managing risk and creating a safe and sound operating environment.

The North Carolina statewide internal control program defines the vision of an effective system of internal controls for North Carolina State government.

The College uses the EAGLE program as the basis for its internal control program. The program is administered by college staff and submitted to the Office of the State Controller annually. By performing this annual self-assessment evaluation, the College can identify risks that reduce the possibility of material misstatements, misappropriations of assets, and noncompliance with governmental rules and regulations while also assist in recognizing opportunities to increase efficiency and effectiveness of business operations.

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.

Our 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 informational purposes; no action is needed.

7. Financial Audit – Gaston College

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

Cherry Bekaert issued an unmodified (or "clean") audit report.

The audit results summary noted:

- Clean opinion
- Good internal controls
- Financial statements are neutral, consistent and clear
- Full cooperation with management

Auditors identified three misstatements. One item we were able to correct and two items we were not required to correct due to materiality.

- *Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There was a \$96,594 corrected misstatement related to the recording of accrued payroll at year-end. There were also two uncorrected misstatements. The first related to the recognition of \$505,944 in scholarships received in prior years in which all eligibility criteria under GASB Statement 33, Accounting and Financial Reporting for Nonexchange Transactions had been met in prior years. The second related to a \$154,805 addition to capital assets which was recorded in the current year rather than the prior year.*

The auditor's opinion letter, governance letter, and internal control letter are attached.

This item is presented for informational purposes, no action is needed.

8. Supplemental State Budget Allocation

Following is the Supplemental State Budget Allocation received in February 2022.

| | | |
|----|-------------------------|------------------|
| #4 | Customized Training | 78,379 |
| | AEFLA | 25,000 |
| | Bonus Allocation-Voe 52 | 592,991 |
| | Longevity | 358,680 |
| | Adult Learner Pilot | <u>25,000</u> |
| | Total | 1,080,050 |

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

9. Financial Reports

A summary of expenditures for year-end February 28, 2022, 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.

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

I. REPORT FROM NCACCT

Mr. Vinson relayed that 324 people have registered for the NCACCT Law/Legislative Seminar in Raleigh that begins Wednesday, March 30 to Friday, April 1, 2022. He noted that on Thursday of the event there will be a legislative panel discussion with Representative John Torbett. Representative Torbett is now Chair of the Education Committee for the House of Representatives. Additionally, Representative Jason Saine is Chair of the Appropriations Committee, which Mr. Vinson feels puts Gaston County in a very good position. He encouraged the Trustees, if they got the opportunity, to be sure to thank both representatives for their work on these committees.

Chair Dancoff thanked Mr. Vinson for his report.

J. CHAIRMAN'S REPORT / ANNOUNCEMENTS

1. The **NCACCT Law/Legislative Seminar** starts this Wednesday, March 30 until Friday April 1. Currently, there are ten trustees attending with Dr. Hauser.
2. The **softball and baseball team** games are still taking place. Chair Dancoff encouraged the Trustees to be sure to stop in at the Sims Legion or Martha Rivers Park to take in a game if they get a chance.

3. Chair Dancoff reminded the Trustees to complete **Statement of Economic Interest** by April 18, 2022. As the 15th is Good Friday, they have extended it to April 18.
4. The **President's Evaluation Survey** will be coming out at the end of April. Trustees will have two weeks to complete the survey. The results will then be discussed at the May Executive Session.
5. **Gaston College Graduation** is currently planned for May 13, 2022, at 10 a.m. at the CaroMont Health Park. Ms. Dillon will send Trustees a notice about those activities and inquire if they are available to attend soon.
6. Chair Dancoff asked the Trustees to please be sure to see the **announcements** listed on the agenda.

K. AJOURNMENT

Chair Dancoff asked if there was any further business to come before the Board. Dr. Hauser added that as of 3:00 p.m. this day, Gaston College's Baseball Team is now ranked 4th in the NJCAA.

Chair Dancoff entertained a motion to adjourn the meeting. Sheriff Cloninger moved to adjourn the meeting, and Ms. Davis seconded the motion. The motion carried.

Chair Dancoff adjourned the meeting at 6:17 p.m.

Respectfully submitted,

Sheriff Alan Cloninger, Secretary

Mr. John Dancoff, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)