

**Minutes of the  
Gaston College  
Board of Trustees Meeting  
Lincoln Campus, Room LC 139  
September 23, 2024**

**Members Present:** Mr. John Dancoff, Chair  
Judge Jesse Caldwell, Vice Chair  
Mr. Bill Carstarphen  
Mr. Alan Cloninger  
Mr. Jonathan Fletcher  
Dr. Shawnya Gore, Secretary  
Mr. Steve Hall  
Ms. Iris Hopper  
Ms. Resa Hoyle  
Mr. David Lee  
Ms. Janie Peak  
Ms. Julie Stroupe  
Ms. Autumn Queen, SGA President  
  
Dr. John Hauser, President

**Members Absent:** Mr. Steve Huffstetler, Mr. Tom Keigher

**Others Present:** Ms. Shelly Alman, Dr. Lisa Albright-Jurs, Mr. Todd Baney, Dr. Jeff Booker, Ms. Tonia Broome, Dr. Dewey Dellinger, Ms. Guyann Howe, Dr. Zachary Kendra-Dill, Ms. Meagan Lingerfelt, Ms. Andrea Lovelace, Ms. Joanne Matz, Ms. La'Shelle McClain, Mr. Rico McIlwain, Mr. Mack Millen, Dr. Jennifer Nichols, Ms. Julie Ostrowski, Mr. Jeff Pruett, Representative Heather Rhyne, Mr. Jason Saine, Mr. Greg Smith, and Mr. Luke Upchurch.

**Chair Dancoff called the meeting to order at 3:02 p.m. and welcomed everyone to the meeting. A quorum was present for the meeting.**

- **Invocation – Judge Caldwell**
- **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. Peak moved to approve the agenda; Mr. Hall seconded the motion. The motion carried.

**B. APPROVAL OF THE MINUTES FROM:**

**1. August 19, 2024, Board of Trustees Meeting Minutes**

Chair Dancoff presented the Minutes of the August 19, 2024, Board of Trustees Minutes; he asked if there were any additions or corrections. None were identified.

Judge Caldwell moved to approve the Minutes of the August 19, 2024, Board of Trustees Meeting; Mr. Hall seconded the motion. The motion carried.

**C. WELCOME AND INTRODUCTIONS**

Dr. Hauser welcomed everyone to the meeting and recognized Mr. Jeffrey Pruett, Faculty Senate President, and Ms. La'Shelle McClain, Staff Senate President. He also recognized Mr. Jason Saine, and Representative Heather Rhyne and thanked them for attending.

**1. Ms. Resa Hoyle – Statement of Economic Impact (SEI), Possible Conflict of Interest**

Chair Dancoff shared that due to Ms. Hoyle's reappointment, she was required to file another Statement of Economic Impact (SEI), and by law, we are required to notify the Board about Ms. Hoyle'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 identified potential conflict does not prohibit service to 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).

Ms. Hoyle is an At Large member of the Board of Trustees. She is a retired educator. Her spouse is a real estate appraiser and land developer with Hoyle Appraisal Services. He has an ownership interest in many real estate investment and development companies, including DWH Management through which he receives rental income from property investments, Dirt Road Properties, LLC, for commercial property rental, and Dallas Diversified Real Estate, LLC, a rental real estate company. Because Hoyle Appraisal Services or one of her spouse's other companies could seek to do business with the College, Mrs. Hoyle has the potential for a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should an entity in which she has a financial interest come before the Board for official action.

**D. FINANCE AND FACILITIES COMMITTEE**

Ms. Stroupe presented the following items:

**1. Economic Development Administration (EDA)**

Gaston College received a \$1.114 million grant from the U.S. Department of Commerce to procure equipment for the extrusion lab space in the Fiber Innovation Center. As a condition of the award, the College must enter an agreement granting a security interest in the equipment owned by Gaston College for which proceeds of the award were used to procure.

The EDA has also requested a legal opinion verifying that the College President has obtained the necessary authorizations from the trustees to execute both a security agreement and the Form UCC-1.

A copy of the Security Agreement and Certification of Resolution were included in the Board material. Ms. Stroupe assured the Trustees that the firm Brooks Pierce has been involved from the beginning with these documents.

**Upon recommendation of the Finance and Facilities Committee, Ms. Stroupe moved that the Gaston College Board of Trustees authorize the execution of the Security Agreement by the College President as a condition of the Financial Assistance Award from the EDA bearing the award number 04-79-07893.**

As the motion came from Committee, a second was not required. Chair Dancoff asked if there were any discussions.

**The motion carried.**

## 2. State Budget Update

The College received a \$757,472 or 2.1% increase in the baseline state operating budget for fiscal year 2025 without enrollment growth funding. House Speaker, Tim Moore, communicated on September 6th, that legislative leaders had reached an agreement on a mini-budget proposal that includes funding to address community college enrollment growth funding increases. The Governor has vetoed the proposal; the House and Senate are expected to vote in several weeks. The additional funding if approved is expected to be approximately \$1.5 million

	2023-24 Budget Package	2024-25* Baseline Budget
<b>A. <u>BUDGET FTE*</u></b>		
Curriculum	4,337	4,337
Workforce Con Ed	418	423
Basic Skills	152	164
	<b>4,907</b>	<b>4,924</b>
<b>B. <u>FORMULA ALLOCATION - Current Operating</u></b>		
Curriculum Instruction	\$18,796,948	\$19,340,309
Continuing Education/Gen Extension Instruction	1,355,606	1,403,774
Basic Skills Instruction - State	414,344	480,571
Institutional Support	12,409,171	12,416,486
Performance-Based Allocation	484,525	532,693
<b>Projected Formula Allocation</b>	<b>\$33,460,594</b>	<b>\$34,173,833</b>
<b>C. <u>OTHER CATEGORICALS:</u></b>		
Career & Technical Education	\$290,572	\$302,859
Child Care Grants	66,092	66,869
Small Business Center	169,523	171,805
Customized Training Business & Industry	60,000	60,000
Equipment	1,019,877	1,032,207
Instructional Resources	52,826	53,324
Program Specific Categoricals	753,986	770,045
<b>Categorical Allocations</b>	<b>\$2,412,876</b>	<b>\$2,457,109</b>
<b>Total Projected Allocations:</b>	<b>\$35,873,470</b>	<b>\$36,630,942</b>
		\$757,472
		2.1%

This was an informational item; no action was required.

### 3. Pension Spiking

During the 2014 General Assembly session, contribution-based benefit cap (CBBC) legislation was enacted effective Jan. 1, 2015, to control the practice of “pension spiking” in which a retirement system member’s compensation substantially increases, resulting in a monthly retirement benefit that is significantly greater than the member and employer contributions would fund. This rule as established will only impact a few members of the retirement system. The legislation requires the member’s last employer to pay the additional contribution required to fund the member’s benefit in excess of the cap.

The State Treasurer’s office reports monthly to each employer a list of those members for whom the employer might be required to make an additional contribution. The chief financial officer of the agency is required to provide a copy of the report to the chief executive and the governing body so that all are aware of the potential future liability. As of August 2024, the report from the NC Department of State Treasurer identifies 9 members who may be eligible to retire in the next 13 months whose estimated monthly retirement benefit exceeds the CBBC. There is 1 member whose salary exceeds the AFC threshold creating the potential for a required additional retirement contribution of \$215,501 should that member retire in 2024. The salaries

of the other 8 eligible members do not create the potential to require additional retirement contributions.

The College will continue to monitor the calculation in the future.

This was an informational item; no action was required.

#### 4. Supplemental Budget Allocations

There were no Supplemental State Budget Allocations received in July 2024.  
A total of \$29,197 has been received for Customized Training as of July 2024.

### Gaston College Customized Training Fiscal Year 2025

		YTD Total
31178	Owens-Corning #2	2,772
31189	J & L Machine & Fabrication	3,521
31187	Husky	10,560
31135	Dole Foods	8,686
31182	APTAR #3	3,658
		29,197

This was an informational item; no action was required.

#### 5. Financial Reports

Summaries of budget and expenditures for month-end July 2024 were included for State, Gaston, and Lincoln County operating budgets and proprietary accounts in comparison to the previous year.

The State budget non-categorical spending was 9.2% spent at the end of July 2024 and spending for categorical budgets was at 9.3% with both slightly over the target of 8.3%. Results will continue to change as enrollment growth funding, carry-forward funding, and longevity funding are received.

7.5% of the Gaston County budget and 5.5% of the Lincoln County budget have been spent as of the end of July 2024. Spending is within the target range.

Under the Proprietary Accounts, the Rhino Shop revenues are up \$38,298 for July 2024 as compared to the prior July.

The Rhino Shop: Revenues are up \$38,298 for July 2024 as compared to the prior July. Relating expenses are up \$75,553 when compared to the same time period for FY 2024. The net operating

loss for July 2024 increased when compared to the operating loss for the same time in the prior year. The Bookstore continues to operate at a loss.

Textile Center: As the Fiber Innovation Center planning continues and equipment is being purchased, July 2024 revenues decreased \$53,271 when compared to the same time period for FY2024. Expenses are also down significantly due to payroll relating to the Textile Center being moved to State funding.

Athletics: Athletics is gearing up for the year. Expenses relating to Athletics through July 2024 were \$51,129. Athletics is funded via student activity fees, excess fees, campus access fees, and bookstore revenues.

Campus Access Fee: Revenues increased \$20,016 over July 2023 due to increased enrollment. Expenses decreased slightly.

Fire Training: Revenues for the fire training program remain flat when compared to the prior year with a slight increase in relating expenses. We expect the financial position of the Regional Emergency Services Training Center to continue to improve with the increase in fees approved at the June 2024 Board meeting.

Foundation: Total Foundation cash and investments is \$12,973,332 million at the end of June 2024.

This was an informational item; no action was required.

## 6. Capital Reports

De-escalation Center: C Design is assisting with the design phase. The City of Gastonia approved the zoning application. The submittals received from the RFP were reviewed and evaluated as required by the State Purchasing Guidelines. A vendor was selected for the pre-cast structure, target system, and audio-visual equipment. We continue to work with the State Purchasing & Contract office to obtain approvals needed to move forward. Additional levels of approval are required since the purchase is over \$1 million. The City of Gastonia is revising the land use agreement for the new structure and parking lot.

Fiber Innovation Center: Construction is currently 100% complete. Contractor retainage will be paid once the final "as-built drawings" are approved by the State Construction Office and received by the College. The plans and funding are being addressed for the addition of a chiller to serve the new equipment that is being installed. Shelco is in the process of several warranty repairs to the BDA (Bi-directional Amplifiers for emergency services radios) system, generator, compressed air system, and fire alarm panel.

Health Science Education and Simulation Center: The NC Office of State Budget and Management has released the first \$15m allotment to the College for the project. The 3-1 form establishing the project was submitted to the NCCCS State Construction Office on September 3rd. Once the project is approved by the State Board of Community Colleges (October 18<sup>th</sup> meeting as the September meeting was canceled,) an RFQ for architectural design services will be issued.

Minor Project –PTI Automotive Labs Exhaust System: The exhaust systems for the automotive labs in the Pharr Trade and Industrial Building, rooms PTI 109 and PTI 110, will be renovated to install updated equipment. The project is currently in the design phase. Drawings have been completed. We are working with CMTA to put a Scope of Work together.

Minor Project –Rauch Science and Fine Arts Building Lab Hood Exhaust System: The Lab Hood exhaust systems in the Rauch Science and Fine Arts Building need repair and renovation to restore them to full operation. This will include needed repairs, updates for energy savings, and the removal of the pneumatic controls and air compressor. The controls will be integrated with the Gaston College Building Automation System. The project is currently in the design phase. Drawings have been completed. We are working with CMTA to put a Scope of Work together.

Minor Project – Regional Emergency Services Training Center (RESTC): The Board of Trustees approved to proceed with the structural inspection on January 22, 2024. The structural inspection took place May 14-16, 2024. The concrete testing report has been received and is currently under review.

Steam Plant Renovation Project: Gaston County has provided a site assessment from AME Consulting Engineers with an estimated HVAC renovation cost for each building. They have revised two boiler rooms that will need to be added in the Beam Administration Building and the Morris Library buildings. We are awaiting final drawings and cost assessments. The project is currently in the design phase; however, based on preliminary assessments the first phase will focus on the Comer Engineering Technology Building (CET) and the Robinson Classroom Building (RCB). Documents requested by Gaston County concerning the use of ARPA funding have been provided.

Textile Academy Renovation Project: The project will include interior and exterior renovations to the Kimbrell Classroom Building on the Gaston College Kimbrell Campus. The renovations will create space for (2) Analytical Testing Labs, a Microscopy Lab, and (2) Physical Testing Labs. This will allow for support and growth in industry training for the region, and nationally. It will also enhance the development of the Associate Degree in Textile Technology by offering students hands-on training. There will be modifications in the Electrical, HVAC, and Plumbing systems. Dr. Booker reported that the College is still waiting on SCIF Funds for the Textile Academy.

This was an informational item; no action was required.

## 7. Grant and Foundation Updates

From July 1, 2023, through June 30, 2024, the Foundation has received \$3,000,578 through 3,695 gifts, with an average contribution of \$812.

From July 1, 2024, through August 31, 2024, the Foundation has received \$349,178 through 640 gifts, with an average contribution of \$546

### New Grants to the Foundation:

- CaroMont Health Foundation- \$30,000 to support a baby simulator
- Bosch Community Fund- \$20,000 to support academic competitions and Skills USA.

- Duke Kimbrell Family Foundation- \$150,000 to support an art installation at the Fiber Innovation Center

E-Team Sponsor Athletic Campaign Update:

- Baseball- \$29,924
  - Softball- \$6,449
  - Basketball- \$5,851
  - Women's XC- \$831
- Total- \$43,055

WSGE Fall Campaign and Event- Sunday, November 3, 2024

- The WSGE Fall Campaign will run from September 27 through October 8, 2024, with a goal of \$80,000 from listeners.
- WSGE will also host The Magic Moment, an event to reflect on the accomplishments of WSGE, its volunteers, and members on Sunday, November 3, 2024, from 5 – 9 p.m. at Gastonian Halls, 181 W Main St, Gastonia, NC.

Judge Caldwell encouraged the Trustees to attend The Magic Moment event on November 3. He emphasized how momentous it was for WSGE to be inducted into the Hall of Fame.

This was an informational item; no action was required.

After concluding the Committee's items, Chair Stroupe extended accolades to Mr. Connor, Mr. Upchurch, and the Foundation for a successful and well-organized Stampede, 5K Run, on Saturday, September 21. She also congratulated Chair Dancoff's 5K win in his age category.

**E. EXECUTIVE COMMITTEE**

Chair Dancoff presented the Executive Committee action item, stating the item was vetted during the September 17, 2024 meeting.

**1. College Attorney**

Chair Dancoff noted that the need for a succession plan for Mr. Carl Stewart, the College Attorney, was discussed at the Executive Committee meeting in April 2024 and later presented to the Board of Trustees on May 20, 2024. During that meeting, several Trustees recommended retaining a local attorney for general counsel while also engaging external law firms for specialized issues. Some Trustees suggested continuing the College's current partnership with Parker Poe, Attorneys & Counselors at Law, to support and work alongside Mr. Stewart until his retirement.

Since Mr. Stewart was not present at the meeting, several Trustees proposed consulting him on the plan moving forward, particularly regarding the potential hiring of a local attorney to maintain the current structure or engaging a larger firm like Parker Poe to work alongside him. The discussion was tabled for further consideration.



After the May 20th meeting, Dr. Hauser had multiple discussions with Mr. Stewart, and they agreed that the College would continue its contract with Mr. Stewart and also maintain its engagement with Parker Poe—a plan that Mr. Stewart fully supported.

**Based on the Executive Committee's recommendation, Chair Dancoff moved that the Gaston College Board of Trustees approve the contract with Parker Poe to represent the College for FY 2024-2025, effective October 1, 2024. As the motion originated from the Committee, a second was not required. Chair Dancoff then asked for any discussion.**

Mr. Cloninger expressed his belief that a local attorney would have a better understanding of the political and community dynamics affecting the College than a firm without a presence in Lincoln or Gaston counties. Chair Dancoff responded that while the selection of a College attorney is not the Board's responsibility, Dr. Hauser preferred a consensus of the Board before finalizing any contract with Parker Poe.

The motion received affirmative votes from Trustees Caldwell, Carstarphen, Dancoff, Fletcher, Gore, Hall, Hopper, Hoyle, Lee, Peak, and Stroupe, with one opposing vote from Trustee Cloninger.

**The motion carried.**

## **F. SGA REPORT**

Ms. Queen reported that the SGA planned and sponsored various events since the last Board of Trustees meeting and in total, 4,887 students have attended all SGA events combined.

### **Week of Welcome Events and Greeters Campaign**

In August 2024, SGA and Student Life students and staff prepared multiple Week of Welcome (W.O.W.) student events and created over 1600 welcome kits to be provided to new and returning students during the Greeter Campaign held the first two days of the fall semester. SGA W.O.W. events were hosted daily from August 19 - 29, 2024, and provided food, giveaways, and more to students as a way of welcoming in the fall semester and the 2024-2025 academic year.

### **Student Success Expo**

On August 28, the SGA sponsored the 2024 Student Success Expo in the Myers Center Auditorium. This event offered advertisements for many on and off-campus resources that promote student success and support. The SGA provided Hungry Howie's Pizza, Sam's Club Hot Dogs, and a variety of sandwiches, subs, and salads for students in attendance.

### **SGA Club Day**

On September 12, the SGA hosted the 2024 SGA Club Day event. This event spotlighted a variety of clubs on campus and promoted student engagement and involvement. The SGA provided Hungry Howie's Pizza and Penn Station Subs for participating students. The following Gaston College clubs were represented at this event: True Colors, Psychology Club, Men of Excellence (MOE), and The Science Club. Additionally, the Honors for All program and Global Education/Scholars of Global Distinction program provided their program information for students to learn more at the event. The Public Information Committee within the SGA plans to spotlight campus clubs on the SGA bulletin cabinet in the Myers Center Breezeway in the coming months.

## **N4CSGA**

On September 21, the SGA traveled to Mitchell Community College in Statesville, North Carolina for the fall N4CSGA Division meeting. Eight SGA students and two advisors were present to represent Gaston College. The business meeting was proudly run by two Gaston College students: Autumn Queen as chair (Gaston College President and N4CSGA Vice President) and Bannock Scott as recording officer (Gaston College Vice President and N4CSGA Secretary).

Ms. Queen was thanked for the excellent report and the impressive number of participants at each event; she was asked to introduce herself to our visitors. A request was also made for SGA events to be shared via email with the Trustees on upcoming student activities.

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

Chair Dancoff reported that the NCACCT Leadership Seminar in Asheville was well attended, with eight Trustees representing Gaston College. Ms. Hoyle noted that after participating in several NCACCT sessions, she was impressed by how many initiatives presented were already being implemented at Gaston College.

Chair Dancoff shared upcoming athletic dates and other events with the Trustees; he encouraged their attendance and support at these events.

Board of Trustees' revised/adopted Bylaws were provided for the Trustees to keep with their materials and records.

In a joint effort with Lincoln Economic Development Association (LEDA) and the Rotary Club, the Bosch Foundation has awarded \$40,000 to be applied toward LPN program fees for LPN students.

Kara Brown, LEDA Project Development Manager, recently attended a conference in Denver, Colorado, where LEDA was honored with an award for its planning of the Training Center on the Lincoln Campus. Chair Dancoff highlighted the significance of bringing this project to completion.

## **H. PRESIDENT'S REPORT / REMARKS**

Dr. Hauser highlighted the following from the detailed President's and divisional reports provided in the Board material.

- We have exceeded 6,000 students and our FTEs have increased, marking the fourth consecutive year of growth.
- On September 5, 2024, he, Dr. Dellinger, Dr. Booker, Mr. Smith, and Joanne Matz met with representatives from Atrium Health to explore partnerships. Atrium expressed interest in new programs and programs that could possibly be offered at the Lincoln Campus. Ms. Matz added that Gaston College is the first (LPN) Practical Nursing program in the State to offer dual enrollment for juniors and seniors in high school; students are being bused to the Lincoln Campus from four Lincoln County high schools. The program at the Lincoln Campus started September 9, 2024, and those in this program are slated to graduate the summer after their senior year in high school.

- Some branding updates were completed at the Lincoln Campus: Entrance doors at both buildings, the Classroom building elevator was wrapped, and new wall hangings added.
- Rhino Chats are back. One was held on September 18 with very good attendance.
- The Gaston College Foundation's upcoming event is "Creating a Winning Culture" on Thursday, October 24. Panelists are Cliff Ellis, former Basketball Head Coach at Coastal Carolina, Bobby Lutz, former Basketball Coach at UNC Charlotte, Donna Papa, former Softball Head Coach at UNC, and Tom Walter, Head Coach Baseball at Wake Forest.
- As of September 10, 2024, the Financial Aid Office has disbursed \$3,384,289 in federal, state, and institutional aid to 1,509 students for 2024-2025.
- The Financial Aid Office has received a total of 4,102 FAFSA applications for 2024-2025, and 2,096 students have been awarded aid.
- Dr. Harry Cooke who worked over 60 years of service in the community college system retired.
- The Biotechnology -Foundations of Agriculture certificate has begun at the Lincoln Campus. The Foundations of Agricultural Technology curriculum is a program that focuses on the study of biomolecular structures, functions and processes specific to plant and plant substances and a basic understanding of livestock production practices. Students will be exposed to the livestock industry, plant production schedules, and will develop a deep understanding of plant and livestock growth processes and their implications for strategic management decisions. Four courses are required to complete the certificate. The courses are AGR 139 (Intro to Sustainable Agriculture), AGR 160 (Plant Science), AGR 170 (Soil Science), and ANS 110 (Animal Science).
- Campus Police and Security have worked closely with our Lincoln Campus in preparation for the increased visibility and the arrival/departure of transportation.
- WSGE celebrates "This Magic Moment" on Sunday, November 3, at Gastonian Halls.
- College & Career Readiness (CCR) – Life Skills held graduation on September 20, 2024, with 40 Adult High School graduates and 17 High School Equivalency (HSE) graduates. One highlight at the graduation was an 83-year-old graduate alongside her 18-year-old great-granddaughter who was also graduating.
- Forklift Basic Training for prison and public offerings have moved from Business and Industry to Workforce Development and are being offered/promoted. The first class of 10 students at Dallas Correctional was successful, with plans to offer 10 classes per year. September enrollment has shown an increase from previous offerings.
- Finance Department's continued work on the 2023 financial statement audit
- Technology Services' continued diligence on updating servers for security purposes

## 1. Presentation to Jason Saine

Dr. Hauser asked Mr. Saine to join him at the front. He shared a brief history of when he first met Mr. Saine and how that relationship had evolved. Dr. Hauser presented him with a plaque, reading:

*In Grateful Recognition to Representative Jason Saine  
Your unwavering support and dedication to advancing  
educational opportunities in our communities  
was instrumental in helping us fund the building of:  
Center for Advanced Manufacturing*

*Institute of Veterinary Technology  
Multi-Campus Cybersecurity Labs  
Fiber Innovation Center  
Health Science Education and Simulation Center*

*With Deep Appreciation,  
Dr. John Hauser and  
The Gaston College Board of Trustees*

Mr. Saine expressed his gratitude to Dr. Hauser and the Trustees for their kind recognition. He introduced his successor, Representative Heather Rhyne, providing a brief overview of her background. Representative Rhyne then thanked the President and Trustees for the invitation today, reiterating her support for Gaston College and the proposed Tech Building at the Lincoln Campus, just as Mr. Saine has done.

**I. ADJOURNMENT**

Chair Dancoff asked if there was any further business to come before the Board. There being none.

**Mr. Cloninger moved to adjourn the meeting; Mr. Hall seconded the motion.**

Before adjourning, Chair Dancoff invited all attendees to participate in a tour of the Lincoln Campus, followed by a reception.

Chair Dancoff adjourned the meeting at 4:23 p.m.

**Respectfully submitted,**



**Dr. Shawnya Gore, Secretary**



**Mr. John Dancoff, Chair**

**Guyann Howe, Recording Secretary**

**(College Seal)**