

**Minutes of the
Gaston College Board of Trustees
Teleconference Meeting
November 16, 2020**

Members Present on the Teleconference: (Due to the pandemic, trustees who attended did so remotely.)

Mr. John Dancoff, Chair
Ms. Jennifer Davis, Vice Chair
Mr. Steve Hall
Ms. Iris Hopper
Ms. Resa Hoyle
Mr. Steve Huffstetler
Mr. Tom Keigher
Ms. Janie Peak
Ms. Suzanne Riley
Mr. Tim Smith
Ms. Julie Stroupe
Ms. Natalie Tindol
Ms. Najira Davis, SGA President

Dr. John Hauser, President

Members Absent: Sheriff Alan Cloninger, Secretary
Mr. Randy Vinson

Others Present: Dr. Lisa Albright-Jurs, Ms. Shelly Alman, Mr. Todd Baney, Mr. Sam Buff, Dr. Dewey Dellinger, Ms. Carol Denton, Ms. Mary Ellen Dillon, Ms. Lynda Ellington, Ms. Renita Johnson, Mr. Talmadge McInnis, Ms. Savonne McNeill, Ms. Stephanie Michael-Pickett, Dr. Audrey Sherrill, Mr. Greg Smith, Mr. Darren Stewart, Mr. Timothy Tate, Mr. Luke Upchurch; and Mr. Carl Stewart, College Attorney. The public was invited to listen via livestreaming to the meeting as per Open Meetings Law.

Chair Dancoff called the teleconference meeting to order at 4:02 p.m.

As this was a teleconference meeting, Chair Dancoff relayed to the Trustees some helpful information and protocols of which they would need to be aware:

- The public has access to view and hear this meeting via a streaming link available on the meeting agenda, which is posted to www.gaston.edu, under the "About Us" tab, then "Governance." Trustees and special guests will use the Zoom link, which was sent to them.
- Trustees must identify themselves prior to making a motion, commenting on a deliberation, or voting. All votes during the meeting will be conducted by roll call, which the Board Executive Administrative Assistant will conduct.

- Chats, instant messages, texts, or other written communications among members of the Board regarding transaction of public business while the meeting is in order are part of the public record.
- Per Open Meetings Law, all Trustees' microphones will remain un-muted for the entirety of the meeting, as will Executive Council members' and Mr. Stewart's microphones.
- Trustees should please be vigilant regarding excess noise as that would be a distraction to the other meeting attendees. The public is invited to listen to the meeting.

Chair Dancoff asked Ms. Dillon to conduct the roll call. The following trustees were noted as present:

Chair John Dancoff, Ms. Jennifer Davis, Mr. Steve Hall, Ms. Iris Hopper, Ms. Resa Hoyle, Mr. Steve Huffstetler, Mr. Tom Keigher, Ms. Janie Peak, Ms. Suzanne Riley, Mr. Tim Smith, Ms. Julie Stroupe, Ms. Natalie Tindol, and Ms. Najira Davis. Please note: Ms. Peak and Mr. Hall left the meeting at 5 p.m.; and Ms. Tindol left the meeting at 5:12 p.m. as they had other obligations.

- **Invocation – Ms. Davis**
- **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.

Mr. Huffstetler moved to approve the agenda; Ms. Peak seconded the motion. A roll call vote was conducted resulting with 12 yea votes and 0 nay votes. The motion was approved.

B. APPROVAL OF THE MINUTES FROM THE OCTOBER 5, 2020, BOARD OF TRUSTEES MEETING.

Chair Dancoff presented the Minutes of the October 5, 2020, Board of Trustees Meeting and asked if there were any additions or corrections. No changes were identified.

Ms. Stroupe moved to approve the October 5, 2020, minutes; Mr. Keigher seconded the motion. A roll call vote was conducted resulting with 12 yea votes and 0 nay votes. The motion was approved.

C. WELCOME AND INTRODUCTIONS

1. Welcome Guests and Introduce New Employees

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

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

Mr. Baney, VP for Administrative Services/CHRO, introduced:
Mr. Talmadge McInnis, Chief of Campus Police and Security

Ms. Alman, VP for Finance, Operations and Facilities, introduced:
Mr. Timothy Tate, Housekeeper
Ms. Ann Gabriel, Print Shop / Mailroom Specialist

D. PRESIDENT'S REPORT

Dr. Hauser's written President's Report and reports from the Vice Presidents were available in the packet for the Trustees information. Following those reports, Dr. Hauser had prepared, at the Board's earlier request, an Intercollegiate Athletics Proposal. He shared some highlights and important information about the Proposal.

Dr. Hauser stated that Gaston College aspires to be the college of first choice by providing exceptional learning opportunities that engage and empower students to lifelong success. He directed the Trustees to a letter from him in the packet that detailed the implementation of intercollegiate athletics as the natural next step in the evolution of the College. Included were a few quotes about the value of sports from Mr. Nick Schroeder, Region 10 Women's Director and Sports Information Director for the National Junior College Athletic Association (NJCAA), and Coach Leonard Hamilton, Head Men's Basketball Coach at Florida State University and Gaston College Alumnus.

Dr. Hauser continued his presentation pointing out the mission of the NJCAA is to foster a national program of athletic participation in an environment that supports equitable opportunities consistent with the educational objectives of member colleges. It also serves to promote and foster two-year college athletics. He pointed how out there are three competitive Divisions of the NJCAA with varying scholarship opportunities for athletes. Member colleges are assigned to a specific NJCAA Region upon membership, and Gaston College would be part of Region 10, which includes North Carolina, South Carolina, Virginia, and Southwest Virginia community colleges.

Dr. Hauser then pointed out to the trustees that there are a number of advantages to being a member of the NJCAA. For example, after membership for one year, teams are eligible for regional, district, and national tournament qualification, and they have the opportunity for student-athletes and teams to garner regional and national athletic and academic honors. He also noted that per SACSCOC standard 5.2.b, the CEO has ultimate responsibility for, and exercises appropriate control of the institution's intercollegiate athletic program. As the College is currently working on its SACSCOC reaffirmation, that is an important fact of which

to be aware, and he wanted the Trustees to know where athletics falls in the organizational structure.

Table I of Dr. Hauser's presentation reflected the North Carolina community colleges currently a part of Region 10 and the varying sports programs available at each. Table II pulled information from the Department of Education and detailed an expense summary for those same community colleges, which included Head Coaches' and Assistant Coaches' supplemental salaries, recruiting, operating expenses, and other athletically related student aid. Additional data was provided to note the total number of athletes at each college, the number of programs they sponsor, and an average cost estimate per student-athlete for their athletic programs. Table III reflected a data summary of the 15 North Carolina community colleges and their average cost per athlete. Table IV reflected a data average cost per athlete from eight North Carolina community colleges with four or more programs. Table V reflected an average cost per athlete for four North Carolina community colleges with four programs.

Dr. Hauser then discussed how the Intercollegiate Athletic Program could be funded. State funds are not allowed, so athletics programs can only be supported by student activity fees or other non-state funding such as the Bookstore, Vending, and Excess Fees. The Gaston College Foundation would also work to secure athletic scholarships, engage in community fund raising and events, and work hand-in-hand with the student-athletes for community engagement. An action plan will be developed to map a strategic plan for sustainable funds for the proposed athletic programs.

Dr. Hauser relayed to the Trustees that he proposes a \$20 per term increase of the College's current Activity Fee of \$15/student to \$35/student. Gaston College has the lowest activity fee compared to Cleveland, Central Piedmont, Catawba Valley and Coastal Carolina Community Colleges, which charge \$35.

The proposed intercollegiate athletic programs include: Men's Baseball and Basketball, Women's Softball, Beach or Sand Volleyball, and Esports, which is gaming. Based on the five athletic programs proposed, that would include 96 athletes, and taking into account the estimated FTE generation that could be garnered, the athletics program moving into the future could be self-sustaining.

At an ACCT presentation related to athletics on community college campuses that Chair Dancoff and Dr. Hauser attended, they learned that colleges reported that for every student-athlete on their campus, they bring 1.5 additional friends/relatives with them. Noting Gaston Colleges proposed 96 students, they may bring an additional 114 people/potential students to campus.

Questions to Dr. Hauser:

Are we limiting Gaston Colleges' athletes to 96 or could more be accommodated if there is interest? Response: The 96 number was just an estimate used to help present figures of cost. More students would be very welcome.

Were there any data collected or surveys conducted of the student body with regard to getting involved with athletics? Response: The College had chosen not to do that at this point, but

rather to gauge the interest of the Board first. It was an effort not to create false hope and then have to back track.

Is there a timeline for implementation of all the programs or will it be more of a phased-in approach? Response: If the College joins the NJCAA by December 31, 2020, 2020 would be considered the College's first year. That would mean that when the College does implement its teams, they would be eligible to play district, regional, and national championships.

As far as implementation of the teams, after many conversations with Mr. Leonard Hamilton, a phased approach will be most likely. Esports will not require a lot to get started and Beach Volleyball also will not. A volleyball court could be constructed at the College, which Dr. Hauser relayed was something he had done at Carteret Community College and is familiar with what that entails. However, Dr. Hauser noted the College will need to keep in mind which program is implemented when as it would be impacted by the College's COVID-19 strategies, which could create hurdles to be crossed related to recruiting and to playing games. Dr. Hauser concluded that a strategically phased approach, most likely over two academic years, may be best and would allow the Foundation to begin its work looking for donors to help build athletic funding for the programs.

Chair Dancoff asked the Board if they wished to proceed with a motion to approve the Athletics Program?

Chairman Dancoff entertained a motion that the Gaston College Board of Trustees approve moving forward with the Athletics Intercollegiate Program as presented. Mr. Keigher made the motion and Ms. Davis seconded the motion.

Chair Dancoff inquired if there was any discussion needed about approval of the program. One other question was asked related to Esports. Dr. Hauser explained that Esports were gaming sports played on, for example, a Play Station V. Sometimes it's basketball, war games or racing, but colleges put together teams to compete with one another. Dr. Hauser added that there are even professional gamers that are making six-digit salaries playing games in tournaments. Chair Dancoff added a comment that this sport would appeal to students in the cybersecurity program.

Dr. Hauser also took a moment to relay some next steps. The first step will be to call Coach Leonard Hamilton to relay the good news of the Board's approval of the Athletics program; he has been very excited about the possibility of sports returning to Gaston College's Campus. On Tuesday, a form will be filled out to apply to the NJCAA for membership; the fee is \$2,500. The College is working on a Thanksgiving video for the faculty, staff, students and the community and will include news of the Athletics Program approval. Following this, the next steps will be to work on hiring an Athletics Director and, in strong consultation with Coach Hamilton, set a strategic plan to phase in the various sports alongside the College's COVID-19 protocols. Also, Dr. Hauser will work with Mr. Upchurch to engage the Foundation concerning funding and set up some advising with Ms. Alman to keep track of everything as every step is critical. New releases will be forthcoming as soon as possible.

A roll call vote was conducted resulting with 12 yea votes and 0 nay votes. The motion carried.

Chair Dancoff thanked Dr. Hauser for his report.

E. SGA PRESIDENT'S REPORT

Ms. Najira Davis, SGA President, gave the following update on SGA activities since October 5, 2020. The report in its entirety can be found in the Board meeting packet.

N4CSGA Division Meeting - On October 3, 2020, four SGA members virtually attended the North Carolina Comprehensive Community College Student Government Association Division Meeting.

N4CSGA Learn More @ 4 - The North Carolina Comprehensive Community College Student Government Association created a virtual leadership series. The second session was held on October 7, 2020. The workshop focused on helping students to create an environment that enhances diversity, inclusion, and belonging.

GC Safe Trivia - SGA hosted a virtual Trivia Thursday event on October 8, 2020. The trivia questions focused on the GC Safe Plan.

GC Virtual Open House - SGA participated in the Gaston College Virtual Open House on October 20, 2020. SGA set up a virtual booth for students to learn about student life on campus. SGA also had the opportunity to work as a team and create a video advertisement for Open House, which was played for Board Members.

N4CSGA Fall Conference - On October 23-24, 2020, seven SGA members attended the virtual North Carolina Comprehensive Community College Fall Conference.

Halloween Events - In celebration of Halloween, SGA prepared 600 treat bags for faculty, staff, and students. The treat bags and popcorn were distributed to all three campuses on October 27 and 29.

Breast Cancer and Domestic Violence Awareness - On October 28, 2020, SGA hosted a Go Pink and Go Purple event in recognition of Breast Cancer and Domestic Violence Awareness.

Election Day Voting - On November 3, 2020, SGA shared a list of ten tips on social media for Election Day voters. The helpful tips were prepared from the list of frequently asked questions that were listed on the North Carolina State Board of Elections website.

Spring 2021 Registration - Spring Registration for returning students is underway, and SGA wanted to encourage students to register as early as possible to get the classes they need to stay on track.

Chair Dancoff thanked Ms. Davis for providing the report and her efforts to engage Gaston College students.

The Office of Student Life Presentation

Chair Dancoff then invited Ms. Renita Johnson, Director of Student Life and Special Projects to provide a presentation titled, *The Office of Student Life*.

Ms. Johnson began her presentation by describing her job as one of the most rewarding and exciting jobs on Campus as she gets to work with the College's student leaders. She has watched them create, plan, and implement events and grow as leaders while on their journey at Gaston College. She then explained exactly what the office of Student Life and Special Projects does, which is to provide activities and services to enhance and broaden the educational experiences of the students. These activities are geared to student success, leadership development, community involvement and engagement, building social connections, and celebrating diversity.

Leadership development is a big part of the SGA experience. This is promoted by providing students with information and tools through varying assessments and workshops. The students are challenged to gain "real life" skills and learn leadership competencies. Some workshop topics include; getting to know yourself and your strengths and weaknesses; community involvement and service, organizational skills, budget management, business and dining etiquette, business planning, time management, and a working knowledge of parliamentary procedures.

SGA members are very involved in team building experiences, too, attending different conferences and workshops across the state, participating in their SGA Business Meetings, and taking a few trips (before the pandemic) such as going to Raleigh to meet with legislators.

Community activities include working the on-Campus Blood Drive, marching in the Belmont Christmas parade, serving dinner at the Boys and Girls Club, and participating in the Adopt a Highway program and various walks, for example, in support of a cure and/or prevention of Alzheimer's disease.

SGA students are also encouraged to show and share their GCPrize as a student at Gaston College. Ms. Johnson's presentation featured three SGA students and their testimonials as to why they were GCProud. It also shined a spotlight on Mr. Nathan Vasquez, a Gaston Early College High student, who was a recent winner of the "Do the Right Thing" award. Mr. Vasquez initiated a community service partnership with the Crisis Assistance Ministry (CAM) in Gaston County. Ms. Johnson reported that he and several SGA members volunteer at CAM every Tuesday to help provide food for families in need. Through teamwork with other students, Mr. Vasquez organizes food collections and determines the loading, unloading, and sorting for the collections.

Ms. Johnson then attempted to play a brief video the SGA students had made encouraging other students to attend Gaston College's Open House; however, the video did not come through for all the Trustees. The link to the video was sent to the Trustees after the meeting. Ms. Johnson concluded her presentation.

Chair Dancoff thanked Ms. Johnson for her presentation; he particularly liked her comment about pulling the leadership out of the students. He, again, thanked Ms. Johnson for all her work.

F. CAMPUS AFFAIRS

Chair Dancoff relayed that the Campus Affairs Items were closely vetted in a Committee meeting with attendance by several additional Trustees. He encouraged the Board to feel free

to ask questions but did not feel the Board needed as in-depth a review as necessary when there is not a Committee meeting. He then called on Ms. Jennifer Davis, Chair of the Campus Affairs Committee, to bring forward the items under consideration.

1. Proposed Public Safety Administration Program

Committee Chair Davis added that she was glad for Chair Dancoff's comments about the Items for review, as she concurred the Items had been extensively vetted in the Committee meeting. She called on Dr. Dewey Dellinger to guide the Committee through the first two items, which were related to programs.

Dr. Dellinger explained that about a year ago a request from local public service organizations had been received to look at the System program named Public Safety Administration, which was fairly new. Various departments, advisory committees, faculty, and administrators were called upon to review the feasibility of starting this program. Dr. Dellinger then called up Dr. Lisa Albright-Jurs, who had been extensively involved in the process, to lead the Committee through the reasoning behind the proposed Public Safety Administration Program.

The Public Safety Administration program was initiated by the North Carolina Community College System per a request from State corrections agencies seeking degree options for their employees. During program development, this program was expanded to include fire, criminal justice, and emergency medical science (EMS) options. The primary purpose of this degree is career advancement in emergency services fields.

Program initiation at Gaston College began with a request from local public service organizations. In addition to their support, the College has received support for this program from advisory committees and program faculty for all current public service areas involved (fire protection, criminal justice, and emergency medical sciences). This degree will offer additional degree options for all emergency services in our area, as well as a specific track for corrections, which is currently not an option at Gaston. The program will also include options for students to receive transfer credit for certified training in their fields.

Potential employers for program graduates in the College's service area include fire departments, police departments, sheriff's offices, emergency medical services, and emergency management offices. Concurrent with this new program request is the closure of the Emergency Management program. This program closure and new program option are requested as the Public Service Administration is a better fit for local employers due to its focus on management and administration in public services.

Potential faculty for this program will be drawn from existing programs at the College (fire protection, criminal justice, and emergency medical sciences). As such, no new full-time faculty will be hired. Part-time faculty or existing full-time faculty will be utilized to teach the three dedicated public safety administrative classes in the curriculum. Therefore, there will be minimal impact on the College's budget.

Dr. Albright-Jurs added that all the tracks available with this degree would provide career advancement opportunities for employees in many public safety agencies. The curriculum

that was developed includes three new courses, some of which offer advancement opportunities for corrections officers. She pointed out that it was very beneficial that specific faculty members would not need to be added for this program as the College has personnel credentialed to do that. The feedback received from ten law enforcement offices has been amazing, with some stating they have employees they are ready to send for training as soon as the program is open. Dr. Albright-Jurs relayed she was very pleased with the options this program curriculum offers our students and the advancement available through it for many public safety personnel.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the proposed Public Safety Administration Program as presented. As this motion was brought from Committee, it would not need a second.

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

A roll call vote was conducted resulting with 10 yea votes and 0 nay votes. The motion carried. The vote count changed from earlier meeting votes, from 12 to 10, as Ms. Peak and Mr. Hall had left the meeting.

2. Proposed Termination of the Emergency Management Program

Committee Chair Davis called on Dr. Dellinger to bring the next item forward. He explained the termination of this program was directly related to the proposal of the Public Safety Administration Program. Dr. Dellinger stated that the Emergency Management Programs was a type of specialty program, which contained courses such as terrorism and other classes the college does not really have many requests for as there are not a lot of jobs for completers of this program in Gaston and Lincoln counties.

After an extensive Academic Program Review process, the Division of Academic Affairs at Gaston College requests program closure and suspension of enrollment in the Emergency Management Associate of Applied Science (AAS) Program due to continued low program enrollments and only minimal job prospects for this program. The table below shows comparative FTE trends for the College's curriculum public service programs for the last three years, which details the drop in FTE through the years. With a Gaston College FTE equivalent to approximately \$5,000, the course hardly sustained itself. It is hoped that the closure of the Emergency Management program may positively impact enrollment and FTE in the closely related Public Safety Administration programs as students move into them as an alternative.

Program	2018 FTE	2019 FTE	2020 FTE
Emergency Management	5.76	4.09	3.94
Fire Protection	23.70	17.47	20.00
Emergency Medical Science	43.41	34.26	35.43

Per our SACSCOC requirements, if termination is approved, a teach-out of this program will be offered to the six currently enrolled students provided these students remain

continuously enrolled throughout the teach-out period of December 2021. Dr. Woodson has worked with Mr. Josh Crisp, the Director of the RESTC/Fire and Rescue Training/Fire Protection Technology, to create the teach-out plan. Classes for the current student body will proceed as per the Program's published AAS curriculum through December 2021. At that time, all curriculum instruction in the Emergency Management Program will cease if approved by the College's Board of Trustees. It was also noted that the Curriculum Committee has met and approved termination of the program.

Faculty in this program are employed full-time in other programs at the College (emergency medical science, fire protection technology) or part-time. These faculty will continue to teach classes in other programs at the College. A small, positive impact on the budget is expected due to the elimination of the low-enrolled classes that are specific to the emergency management program. Ms. Davis felt this was an important aspect for the termination of the Emergency Management Program and the implementation of the Public Safety Administration Program.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the termination of the Emergency Management Program as presented. As this motion was brought from Committee, it would not need a second.

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

A roll call vote was conducted resulting with 10 yea votes and 0 nay votes. The motion carried.

3. Revised Equal Opportunity Policy 3-1

Committee Chair Davis called on Mr. Baney to guide the Committee through the next four policies for review and approval.

Mr. Baney commented that he hoped the Board had had time to read his report, which was part of the President's Report, that discussed Diversity, Equity and Inclusion. Through Dr. Hauser's leadership and the faculty and staff, the College continues its commitment to its core values. An office for Diversity, Equity and Inclusion has been established as part of the HR department and a new position has been created, Coordinator-Diversity, Equity and Inclusion. Filling that role is in process. Additionally, Professional Development opportunities are being expanded around this topic. He then continued with the first policy for review and approval.

Policy 3-1 is being revised as per the recent U.S. Supreme Court ruling regarding additional protections under Title VII of the Civil Rights Act of 1964.

1. Added protections for sexual orientation, gender, and gender identity or expression.
2. Added a specific reference to pregnancy protection for clarity.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the revised Equal Opportunity Policy 3-1 as presented. As this motion was brought from Committee, it would not need a second.

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

A roll call vote was conducted resulting with 10 yea votes and 0 nay votes. The motion carried.

4. Revised Title IX and Sexual Harassment Policy 3-125

Mr. Baney addressed the Committee and stated that revisions to this policy were a result of changes and decisions made at the federal level. This policy revises Policy 3-125 Sexual and Other Unlawful Misconduct as per the new Title IX regulations issued by the Department of Education. Due to the significant changes required by the new regulations, a complete rewrite of the policy was necessary. The title of the policy has been changed to *Title IX and Sexual Harassment*.

Some of the major changes as per the regulations, which are reflected in the revised policy, include:

1. Limits the obligation to investigate complaints only to conduct that occurred in a College educational program or activity within the United States.
2. Establishes that the College must have "Actual Knowledge" of a report of sexual harassment, including allegations of sexual harassment in order to act, which is a further clarification.
3. Sets forth mandatory response procedures including providing Supportive Measures.
4. Sets forth Informal and Formal complaint-handling procedures. For example, elements of the new procedures include:
 - a. Specific reasons for the dismissal of a claim
 - b. Requirement to offer Supportive Measures to the parties
 - c. Continuous notifications to both parties, including documentation
 - d. The appointment of an Investigator to investigate a claim and the issuance of an Investigation Report
 - e. The right of both parties to have an Advisor throughout the process
 - f. The appointment of a Hearing Officer/Decision Maker
 - g. The conducting of a Live Hearing
 - h. The issuance of a written Determination of finding as to whether the Respondent is or is not Responsible for the allegations submitted by the Claimant, and any specific Remedies and/or Sanctions as deemed appropriate.
5. An Advisor is permitted throughout the process for each party, which may or may not be an attorney, for the investigation and a Live Hearing. At a Live Hearing, an Advisor may pose questions to the other party and witnesses on behalf of their

- party. If a party does not have an Advisor for the Live Hearing, one must be provided by the College at no cost.
6. Both parties are afforded various appeals as per the new regulations and to maintain consistency with current College policy. Appeals must be for specific permissible grounds as per the new Title IX regulations. Permissible grounds include: a. when it is believed that there was a procedural irregularity; b. when new evidence becomes available; or c. when it is believed there was a conflict of interest.
 7. Requires training related to Title IX for employees and students, and training for those involved in the complaint handling process.
 8. Note: Policy 3-123 Disciplinary Guidelines will require revision in accordance with the DOE regulations and changes made for Title IX matters. Specifically, a Hearing Officer/Decision-Maker will have authority to determine and issue Remedies and/or Sanctions to restore or preserve equal access to the College's education program or activity.
 9. Protections against Unlawful Discrimination and Harassment were removed from the former Policy 3-125 and placed in a new, stand-alone policy entitled Policy 3-126 Unlawful Discrimination and Harassment.
 10. As it is currently, the appeals procedures set forth by Policy 3-125 Title IX and Sexual Harassment will continue to be separate from the appeal procedures in Policy 3-139 Appeals and Due Process.

Mr. Baney closed his comments relaying that many colleges are passing interim policies and not bringing these changes forward at this time due to the fact there is some case law that will probably affect this policy in the future. However, the College felt it was important to bring forth what is known today and be confident of its effectiveness and the College's compliance with these new DOE regulations. Ms. Davis added that the better part of an hour was spent detailing the nuances of this policy in Committee.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the revised Title IX and Sexual Harassment Policy 3-125 as presented. As this motion was being brought from Committee, it would not need a second.

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

A roll call vote was conducted resulting with 9 yea votes and 0 nay votes. The motion carried. The vote count changed again, from 10 to 9, as Ms. Tindol left the meeting.

5. Revised Disciplinary Guidelines Policy 3-123

Due to the new Title IX regulations issued by the Department of Education and the changes made to Policy 3-125 Title IX and Sexual Harassment, Policy 3-123 needed to be revised to authorize a Hearing Officer/Decision-Maker to determine and issue Remedies and/or Sanctions in order to restore or preserve equal access to a College education program or activity. This was done as a modification.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the revised Disciplinary Guidelines Policy 3-123 as presented. As this motion was brought from Committee, it would not need a second.

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

A roll call vote was conducted with 9 yea votes and 0 nay votes. The motion carried.

6. Revised Unlawful Discrimination and Harassment Policy 3-126

1. This is a new stand-alone policy as a result of the revision to Policy 125 Title IX and Sexual Harassment. It works in conjunction with Policy 3-1 Equal Opportunity.
2. This revised policy reflects the recent U.S. Supreme Court ruling regarding additional protections under Title VII of the Civil Rights Act of 1964, that include protections for sexual orientation, gender, and gender identity or expression. A specific reference to pregnancy protection is also added for clarity.
3. In sum, prohibits discrimination and harassment based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, or veterans' status.
4. Affirms the complaint reporting and resolution processes for employees and students.
 - a. Employee matters will be handled in accordance with Policy 3-137 Workplace Conflict and Complaint Resolution.
 - b. Student matters will be handled in accordance with Student Non-Academic Complaint Procedure published in the appendices of the Student Handbook, except in matters related to a disability grievance. Those grievances will follow the Disability Grievance Procedure in the Student Handbook.
 - c. For reports involving students and employees, the respective College divisions and/or offices will partner to resolve the matter.

Upon the recommendation of the Campus Affairs Committee, Ms. Davis moved that the Gaston College Board of Trustees approve the Unlawful Discrimination and Harassment Policy 3-126 as presented. As this motion was brought from Committee, it would not need a second.

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

A roll call vote was conducted with 9 yea votes and 0 nay votes. The motion carried.

Ms. Davis added her thanks to the staff for making the policy reviews so much easier by covering details and items that could have easily been overlooked by the Board. She specifically thanked Dr. Dellinger and Mr. Baney and the staff who work with the policies for making the process so efficient. Chair Dancoff added that the policies reviewed were very important, and he was proud the College takes their review so seriously.

Mr. Keigher asked the Chair if he might address the Board; Chair Dancoff complied. Mr. Keigher wanted to give a shout-out to Ms. Davis and Mr. Baney. He was remembering another time a few years ago when a very comprehensive review of the policies was conducted. He was very aware of the time and work it took Ms. Davis and Mr. Baney to bring the policies reviewed at this meeting to the Board. He further commented that Ms. Davis had been correct in stating that the Committee had spent an hour previewing the policies so they could be brought forward. He concluded by taking a moment to thank the Committee, Ms. Davis, Mr. Baney and the staff for all their work. Ms. Davis thanked Mr. Keigher for his comments.

G. FACILITIES

As Facilities Chair Cloninger was not at the Board Meeting, Chair Dancoff announced he would call on Ms. Shelly Alman to present the Facilities Items for review. However, he did take a moment to welcome Ms. Alman to her first Board of Trustees meeting as the new Vice President for Finance, Operations, and Facilities before asking her to proceed with the Facilities Items.

1. Project Closeouts

The college is closing out the Pharr Phase 2 and the Center for Advanced Manufacturing (CAM) projects with the System Office. The Pharr Phase 2 project came in slightly overbudget (2%) with a total project cost of \$1,444,925 and \$76k in change orders. CAM came in on budget with a total project cost of \$7,640,000.

The Board reviewed the NCCCS Final 3-1 forms for both projects. The final paperwork will require Board Chair signature and then be sent to the System Office.

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

2. Capital Reports

Chair Dancoff called on Ms. Alman to update the Board on the Capital project.

Lincoln Campus Space Renovation

The College has initiated the project description with the Community College System and submitted the 3-1 Capital Improvement Project approval form, which was approved by the State Board on September 18, 2020. An architect's contract dated September 30 was signed and returned to the State Construction Office and NCCCS on October 7, 2020.

H. FINANCE

Chair Dancoff asked Ms. Riley to present the Finance Items for review.

1. FY 2021-2022 Lincoln County Operating Budget

The Lincoln County Manager's Office has requested that the College submit its County budget for 2021-22 in January 2021. Capital expense and maintenance of the Lincoln Campus are budgeted by the County. The budget approved for the College by Lincoln

County for FY 2020-21 was \$259,954 for operating expenses and \$30,000 for capital. The College is requesting an operating budget of \$274,044 from Lincoln County for 2021-22. This represents a \$14,090 increase.

The FY 2021-22 budget includes the following budget requests:

- Funding retirement and health insurance increases (\$5,057)
- Funding for security camera and PA System additions for new space (\$9,033)

The College obtained use of additional space within the Lincoln Campus Building previously occupied by another Lincoln County agency. The College anticipates the need to purchase and install security cameras and public announcement equipment for this new space in order to provide adequate security services.

N.C. statutes require the tax-levying authority of each institution provide adequate funds to meet the financial needs of the institution for capital, plant operations and maintenance, campus police and security, and support services. (GS. 115D-32)

The College is requesting a capital budget of \$50,000 from Lincoln County for 2021-22. Capital needs continue to be identified that cannot be met with the current \$30,000 capital allotment. The FY 2021-22 Lincoln County Operating Budget request reflects an increase of \$14,090 from the approved budget of \$259,954 for FY 2021-22 for a total budget request of \$274,044 and a capital budget request of \$50,000.

Please note: During this Finance Item, Ms. Riley's computer froze, so Chair Dancoff finished presenting the Item.

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

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

A roll call vote was conducted with 9 yea votes and 0 nay votes. The motion carried.

2. Bi-Annual Employee Vacancy / Turnover Report

Chair Dancoff asked Ms. Alman to continue to guide the Board through the Finance Items for review as Ms. Riley had not yet come back online.

In compliance with State Board Code 1A SBCCC 200.4 and Gaston College Policy 6-1.1, a bi-annual report detailing employment vacancy and turnover is required to be presented to the Board of Trustees.

The report was provided and reviewed by the Board. This Item was for informational purposes; no action was taken.

3. NCSEAA Program Review

The North Carolina State Education Assistance Authority (NCSEAA) has completed a program review for the 2016-17, 2017-18 and 2018-19 academic years. The focus of the review included eligibility; disbursements and refunds; records and reports; fiscal responsibility; and compliance with the Education Lottery Scholarship (ELS), Child Welfare Postsecondary Support (NCREACH), North Carolina National Guard Tuition Assistance (NCTAP), and Forgivable Loans for Service (FELS) programs.

Review Observation

The review identified one observation, the need to improve internal controls for student enrollment requirements. Eight grant recipients failed to earn a passing grade in at least one course offered over the payment period. The State Grant Return of Funds Worksheet was not used to determine if any funds should be returned to State grants based on the documentation provided by the college.

Required Action

Enhance college internal policies and procedures to ensure compliance with the State Grant Return of Funds Policy for withdrawing students.

Recommendation

College staff responsible for administering State grants, scholarships, and scholarship loan programs should participate in all relevant training provided by the Authority to stay abreast of trends identified during program reviews as well as changes in North Carolina General Statutes and rules governing the programs specific to the college.

College Response

The Financial Aid Office staff has reviewed the existing state return of funds policy to prevent this observation in any future program reviews. For the eight records that were identified where students did not earn a passing grade in at least one course that requires the Financial Aid Office to complete a State Grant Return of Funds Worksheet, the worksheet has been completed as of August 17, 2020. It was also noted that the staff should review any upcoming policy changes and update our existing policies as necessary.

Two recent policy changes were implemented based on guidance from the North Carolina State Assistance Authority:

- For the memo dated April 9, 2020, the North Carolina State Assistance Authority discontinued the entry of withdrawal dates in the State Grant System for students who withdraw after the 35% point in the term for the 2019-2020 school year (during COVID-19).
- The Financial Aid Office participated in the training provided by the North Carolina Education Assistance Authority on August 18, 2020

The program review report and full college response were reviewed by the Board. This item was presented for informational purposes; no action was taken.

4. Supplemental State Budget Allocation

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

#2	Customized Training	\$123,414
	Institutional Resource Carryforward	1,621
	Basic Skills Carryforward	184,199
	Other Carryforward	47,333
	Support On-Line Skills Lab COVID19	28,232
	Support On-Line Testing COVID19	54,592
	Personal Protection Equipment COVID19	106,768
	Health/First Responders Equipment COVID19	<u>107,550</u>
	TOTAL	\$653,709

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

5. Financial Reports

A summary of expenditures for FY 2020-2021 through September 30, 2020, for State, Gaston, and Lincoln operating budgets and proprietary accounts in comparison to the previous year was provided for the Board's review and information.

I. REPORT FROM NCACCT- No report.

J. CHAIRMAN'S REPORT / ANNOUNCEMENTS

Chair Dancoff provided the following report and announcements.

1. Chair Dancoff took a moment to thank Ms. Savonne McNeill and the IT staff and Ms. Dillon for their assistance with setting up the Board's virtual meeting.
2. Board Meetings are not scheduled for December or January. If there is business that needs to come before the Board, there may be a called meeting. Also, there are not any Committee meetings currently scheduled for those months.
3. The typical College holiday event usually held in December that trustees attend with the College faculty and staff will not be held this year due to the pandemic.
4. The Board Retreat scheduled for February 5, 2021, at Gaston Country Club, with a full breakfast, is currently still on the schedule; however, if that changes due to the COVID pandemic, Chair Dancoff will be in touch with everyone.
5. The Board Self-Evaluation Survey, which will be coming to Trustees at the beginning of January and is usually discussed at the Retreat, will go ahead as planned. Trustees were encouraged to take the survey and submit it. Chair Dancoff encouraged 100% participation. He felt this was the Board's time to review what is working well for the Board and take note of any area that might need their attention.
6. The next Finance and Facilities Committee meetings will be March 15, 2021. More information about that will be distributed closer to the meeting date.

7. The next Board of Trustees Meeting is scheduled for March 22, 2021; more details about that will come out closer to the date. Chair Dancoff did not know whether the meeting will be in-person or a virtual format used.
8. Chair Dancoff took a moment to wish the Board a wonderful Christmas holiday and Happy New Year, but most of all he hoped they would all stay healthy and well.
9. Mr. Keigher asked to address the Board; Chair Dancoff complied. Mr. Keigher let the Board know that four new Gaston County commissioners would be taking their oath of office on December 7, 2020, at 9 a.m., at the County Court House. He also let them know that immediately following that the Board would be reconstituted if they would like to attend.

K. AJOURNMENT

There being no further business to come before the Board, Chair Dancoff adjourned at the meeting at 5:43 p.m.

Respectfully submitted,

Sheriff Alan Cloninger, Secretary

Mr. John Dancoff, Chair

Mary Ellen Dillon, Recording Secretary

(College Seal)