Minutes of the
President’s Cabinet Meeting
March 17, 2009

Present:
Patricia Skinner
Don Ammons
Sylvia Bajorek
Rex Clay
Harry Cooke
Virgil Cox
Dewey Dellinger
Carol Denton
Linda Greer
Ralph Huddin
Silvia Patricia Husain
Betsy Jones
Joe Keith
Brenda Kincaid
Karen Less
Billy Lytton

Savonne McNeill
Stephanie Michael-Pickett
Audrey Sherrill
Sharon Starr
Bill Sturmer
Ruffin Reynolds
Judy Rice
Rhonda Wood
Amy Weisgerber

Absent:
Peggy Oates
Charles Wilson

Dr. Skinner called the meeting to order at 2:30 p.m. The entire Cabinet will meet for approximately ½ hour due to a meeting in Raleigh that Dr. Skinner will be attending. Representatives were asked to present a brief highlight from their departments. Afterward, a number of Cabinet members will stay to discuss developing an Identity Theft Prevention Program (Red Flag Rules) for the College.

Development

The College’s Title III federal grant proposal submission to enhance Student Services and improve retention is being funded with $1.5 million over a five-year period. The grant is unofficial at this point, but passage is expected this fall.

Human Resources

The Fourth Annual Employee Benefits Fair held on March 11 was a success with a record attendance of 228 employees. Ms. Denton thanked everyone for their support.
East Campus

The Textile Technology Center received a grant for $50,000 from the Z. Smith Reynolds Foundation to process Alpaca fibers.

Faculty Senate

Ruffin Reynolds reported on the progress of the following projects:

- Finalizing the process for the Teaching Excellence Award Candidate
- Reviewing Bylaws
- Revised student evaluation form

Staff Senate

Karen Less reported for the Staff Senate

- Received positive feedback on the smoking signs
- Working on the selection of the Staff Excellence Award

Academic Affairs

Dewey Dellinger has been working on the following for SACS compliance:

- SACS prospectus for the East Campus substance change
- Compliance Certification Team meeting monthly
- QEP will deal with distance education – QEP Implementation Team to be appointed soon

The Co-op Office had a record enrollment of 138 students for the Spring Semester, representing 58.75 FTE’s.

WSGE Radio Station will sponsor its spring membership drive May 4-9. Click and Pledge is online which will allow donors to accept recurring credit card payments.

Economic and Workforce Development

A “Gaston College Meet and Greet” was held on March 12 at the Lincoln Charter School/High School Campus. Approximately 50 people attended including representatives from Gaston College and Barbara Voorhees, Chairman of the Gaston College Board of Trustees. The new program will offer teacher renewal, computer applications, Notary, financial planning, art, and cooking classes.

Student Services

Enrollment, testing, headcount, advising, and financial aid applications are all on the increase with reduced manpower in Student Services.
Preparation continues for the 2009 commencement ceremony on May 14, 2009. Graduation will be held in the Halton Arena at UNC-Charlotte.

Spring Fest 2009, sponsored by the SGA will be held at the Dallas Campus on April 20, Lincoln Campus on April 21, and East Campus on April 22.

**Finance/Facilities/Operations**

- Completion is expected on the David Belk Cannon Health Education Institute by the summer of 2009.
- Construction contract documents on the Robinson Classroom Building are currently being prepared for review. The actual construction should begin in the near future.
- Construction documents are complete for the library and bookstore additions in Harney Hall on the East Campus.
- A design contract for the beautification of the circle at the entrance of Dallas campus has been approved. A bid on the project should go out next month.
- The College is working to transfer bond money to complete the lower level of the Cochrane Building.

Because of the state budget, there will be a 13% decrease in multi-campus funding and community service programs will be cut. The county has asked us to reduce our current year expenditures by 2.5%. There will be no more major projects with county money.

**Administration**

The Governor’s budget was completed on March 17, 2009. She has recommended full enrollment growth funding, which is good news for community colleges. There is a freeze on salary increases and longevity pay.

The Executive Council is recommending a 4-day, 40-hour workweek this summer. Dates and hours will be announced later. The Child Care Center will remain on their normal schedule.

Governor Beverly Perdue will be the guest speaker at the 2009 Gaston College Commencement Ceremonies on May 14.

The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transactions Act of 2003 requiring financial institutions and creditors with covered accounts to have written identify theft protection programs to identify, detect, and respond to activities that might result in identify theft. A group of Cabinet members met after the Cabinet meeting to develop policies and procedures, patterned after a template designed by the North Carolina Community College System office, for a Identity Theft Prevention Program for Gaston College.

Various reports submitted from department representatives are on file with the minutes.
The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Sylvia Dixon  
Recording Secretary