Minutes of the
President’s Cabinet Meeting
DBC 170
November 10, 2009

Present:
Don Ammons
Orlando Angeles
Sylvia Bajorek
Todd Baney
Terry Brasier
Virgil Cox
Dewey Dellinger
Ralph Huddin
Joe Keith
Billy Lytton
Savonne McNeill
Peggy Oates
Judith Porter
Silvia Patricia Rios-Husain
Sharon Starr
Bill Sturmer
Kim Watson
Rosalind Welder

Charles Wilson
Heather Woodson
Chuck Wray
Kimberly Wyont
Wanda Wyont
Louise Davis
Michelle Byrd
Harry Cooke
Linda Greer
Rex Clay
Betsy Jones
Brenda Kincaid
Karen Less
Stephanie Michael-Pickett
Audrey Sherrill

Dr. Skinner called the meeting to order at 3 p.m.

1. Administration – Pat Skinner

- Budget – Good News! NC Community Colleges will be required to revert only 3 of the 5% of its budget back to the State. This will amount to approximately $450,000 that Gaston College can use for hiring additional temporary faculty and staff to handle increased enrollments, along with operating expenses.

- Those who earned a degree last fiscal year and have gone through the proper procedures will receive a 4% increase for doing so. This will be brought to the Board at its November 16th meeting.

- Salary increases are not expected for 2010-11. But the NCACCP is seeking support to allow for one-time bonuses to be given.

- Professional development funds are available.
A. Development – Sylvia Bajorek

- Several grants have been submitted or are in the process of being submitted: $30,000 request to the Gaston Memorial Hospital Foundation to cover 50% of the first-year cost of an additional Nurse Education position to support the expansion of the LPN to RN program; Duke Energy Foundation for a $5,000 grant for two scholarships.
- Several publications are in the works: promotional materials for various programs and events for Student Services Division; 4,000 copies of the Foundation newsletter; spring schedules.
- To date, 31 donors have donated $6,500 for the Friends of Gaston College campaign. The goal is $10,000. Thus far this fiscal year, $72,000 in other gifts has been received.

B. East Campus and Technology Center – Joe Keith

- Over the past two months, 88 tests for customers have taken place. To date for this fiscal year, $252,876 invoiced revenues have been sent out.
- A grant has been received to work on bamboo fiber.
- The new library is in operation.
- The NCACCP hosted its fall meeting at the East Campus.

C. Human Resources – Todd Baney

- A Wellness Clinic was held on November 4 with 330 flu and pneumonia shots were given.
- There are 23 current position openings.
- The use of electric appliances such as microwaves and portable heaters is presenting potential safety issues. Wray Rankin will be conducting a study and report the findings back to the Executive Council and Cabinet.

2. Updates from the Vice Presidents

1. Student Services – Silvia Patricia Rios-Husain

- The major issue facing student services staff is the tremendous increase in enrollment. FAFSA applications are up over 70% from last year. Student applications are up 13% over 2008-09.
- To date, the Gaston Pride Tour program hosted 22 elementary schools (2,091 third graders).
- Gaston College Open House is scheduled for March 27, 2010.
- Graduation will be held at Bojangles Coliseum on Saturday, May 15, 2010, at 2 p.m.
2. Finance and Facilities – Ralph Huddin

- Building projects currently underway are: Robinson Classroom Building, lower level of the Cochrane Building, and the renovation of the Lena Sue Beam Building
- New fencing will be installed along Highway 321.
- New equipment requests should be sent through deans, directors or vice presidents.
- Operating needs should be submitted as noted above. There are funds to accommodate one-time special projects.

3. Academic Affairs – Don Ammons

- Seventeen students recently graduated from the Truck Driving Program, with 14 of the 17 having employment lined up and the other 3 have prospects.
- The Practical Nursing program has received approval to expand enrollment by 20 students.
- A Human Services Degree Program will be submitted to the Board for approval. Proposed implementation date: fall 2010.
- The two-way video from the Lincoln to the Dallas Campus has been upgraded. Equipment is being purchased to outfit the East Campus.

4. Economic and Workforce Development (written report only)

- Criminal Justice Academy staff report that all 14 students completing the DOCC course attained a 100% pass rate on the first attempt.
- Fire/Rescue Training hosted the NC State Breathing Equipment School October 5-9, with 49 students. A firefighter rookie school is underway averaging 40 students per class.
- Corporate Education is working with five local companies on new or recurring customized training projects. Staff is also working on short-term training projects with 9 local companies.

III. Higher Education Opportunity Act – Charles Wilson

Institutions receiving federal financial assistance will be required to provide students with accurate course material information including ISBN and retail price when available and practicable for each course listed in the institution’s course schedule used for preregistration and registration purposes to the “maximum extent practicable” and “in a manner of the institution’s choosing.”

The cost of textbooks continues to be a major source of concern for students and the College. Faculty were urged to keep the students in mind when making textbook selections. Often times, faculty are not aware of the cost of textbooks and accompanying software when choosing a book for a class.
IV. Update on SACS Process – Dewey Dellinger

The SACS Compliance Team has made significant progress with the SACS reaffirmation process. The Team is chaired by Dewey Dellinger and consists of approximately 14 members.

Goals for the upcoming months:

- The timeline for the coming months includes a contest for the QEP (Quality Enhancement Plan) slogan
- update the catalog
- begin modification of policies related to SACS compliance items
- Five GC employees will attend the SACS Annual Meeting in December.
- By March, the team will have completed the compliance items.

V. Updates from Faculty and Staff Senates

Faculty Senate - Judith Porter

- Bryant Tanner, a student in Virginia Grant’s English class, had an article entitled “Kratos, A Beowulf for Our Time” accepted by the National Council of Teachers of English and is posted on the National Gallery of Writing website.

- On November 10-11, the Faculty Senate was to vote on a proposed change to its Constitution. Inasmuch as the proposed changes were not made public, Dr. Ammons asked Ms. Porter to clarify them. Ms. Porter stated that it was to eliminate III. A - 2 which would in effect remove the Vice President of Academic Affairs from the senate.

- Dr. Skinner added that any amendment brought forth by the Faculty or Staff Senates would need the approval of the Board of Trustees as stated in Policy 5-1.19.

Staff Senate – Kim Watson

- Participated in the International Festival on October 12.
- On November 11 conducted a vote on amendments to its Constitution and Bylaws.
- Discussing plans for Staff Development Day in 2010.
- Researching ways to enhance communication on campus.
- Brainstorming ideas with the Faculty Senate for an event to be held in the spring for faculty and staff.
Upcoming Meetings:

- The Holiday Party is scheduled for December 11, 11:30 a.m. – 1:30 p.m., Rauch Building.
- Next Cabinet Meeting – TBA
- Faculty/Staff General Meeting, February 1, 2010, 2 p.m., Myers Center Auditorium

There being no further business to bring before the Cabinet, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Evelyn Standley
Recording Secretary