Minutes of the President’s Cabinet Meeting  
October 18, 2011  
3 p.m.  
DBC 170

Present:
Ms. Sylvia Bajorek
Dr. Terry Brasier
Ms. Michelle Byrd (for Dr. Jones)
Dr. Rex Clay
Mr. Bruce Cole
Ms. Virgil Cox
Dr. Dewey Dellinger
Ms. Carol Denton (for Mr. Baney)
Dr. Linda Greer
Mr. Steve Hall
Ms. Melanie Hoyle (for Mr. Bradley)
Dr. Silvia Patricia Rios Husain
Dr. Joe Keith
Ms. Brenda Kincaid

Dr. Karen Less
Dr. John McHugh
Ms. Stephanie Michael-Pickett
Ms. Jennifer Nichols
Ms. Peggy Oates
Ms. Alisa Roy
Ms. Audrey Sherrill
Ms. Melanie Skinner
Dr. Patricia Skinner
Dr. Sharon Starr
Ms. Libby Stone (for Dr. Cooke)
Ms. Heather Woodson
Mr. Chuck Wray
Ms. Kimberly Wyont
Ms. Wanda Wyont

Absent:
Dr. Don Ammons
Officer Billy Lytton
Ms. Savonne McNeill
Mr. Charles Wilson

Others Present:
Ms. Sylvia Dixon
Ms. Mary Ellen Dillon

Dr. Skinner called the meeting to order at 3:00 p.m.

Please note: A copy of each handout distributed by each Cabinet member will be included with the minutes.

Employee Assistance Program Presentation by McLaughlin Young Group

Ms. Carol Denton introduced Mr. Greg Hunter, Director of Client Services and Account Development, with the McLaughlin Young Group. Mr. Hunter would provide a presentation of the services available through his company as an Employee Assistance Program (EAP) provider. Although they provide many services, today they will focus on their EAP services.

McLaughlin Young Group has been in business for 24 years next April and still maintains accounts with two of its first clients, Piedmont Natural Gas and Cummins Atlantic.
A handout was distributed that listed employee services that would be available through the McLaughlin Young Group (MYG). Mr. Hunter noted that services are available 24/7, 365 days-a-year, in 156 countries, in 140 languages. They are a worldwide EAP provider.

Manager Services include: Management Referrals, Management Consultation, Critical Incident Response, DOT / SAP Services, and Online Training. MYG would provide systematic feedback on compliance with no break in confidentiality. A list of Reasons to Seek Assistance was included on the handout. MYG would abide by GC rules and collaborate with managers and staff to get employees thorough any situation.

Work Life Services is an area of MYG that would give employees unlimited access to website informational materials concerning a wide variety of personal problems. It also contains a “savings center” offering a 25% or more discount off hundreds of name-brand products and services.

Legal Services, Financial Services, and Health & Wellness services are also offered and their particulars are listed on the distributed handout. MYG would be proactive in marketing their services to employees so they know what is available to them.

One hundred percent of MYG’s clients would recommend them, and Mr. Hunter provided the names of a few educational institutions that currently use their services. Belmont Abbey, Forsyth Technical, Queens University, and Wingate are just a few. Other notable companies were Parkdale and United Way.

Services for employees would be available telephonically or face-to-face and meetings could be scheduled on the Dallas Campus.

Dr. Skinner thanked Mr. Hunter for coming to explain what services are available through the MYG as an EAP provider.

Administration – Dr. Skinner

1. EAP Provider

Due to our growth, the economy, and various situations that arise, it seemed important to offer more opportunities for employees to find assistance with problems. Mr. Baney had researched several EAP providers and the feedback was that the MYG was the most highly recommended. The services of the MYG are quite broad, and they may be a workable option for providing our employees with various professional and personal services they may need at any given time. As we evaluate their services and costs, please feel free to send Ms. Carol Denton or Mr. Todd Baney any questions or concerns you might have.

2. Welcome to Ms. Jennifer Nichols

Dr. Skinner welcomed Ms. Jennifer Nichols, the new Director of Counseling, to her first President’s Cabinet meeting.

3. Nursing League for Nursing Accrediting Commission (NLNAC)
The Practical Nursing program has recently undergone an accreditation visit by the NLNAC and has received initial recommendation for national accreditation. The Associate Degree Nursing program is currently undergoing its accreditation visit and hopes to receive initial recommendation for national accreditation too. Dr. Sharon Starr, Ms. Janet Arthurs, Ms. Beverly Davis, Ms. Dianne George, and the entire nursing faculty and staff have worked very hard to attain this national recognition and are to be commended. Dr. Skinner thanked them for their hard work.

4. ABET

A visiting team of the Accrediting Bureau for Engineering and Technologies (ABET) recently reviewed three of our programs, Civil Engineering Technology, Mechanical Engineering Technology, and Electronics Engineering Technology and all three have had good results. There is a little work to do in a few areas, but nothing that can’t be resolved so we can continue our accredited programs. Dr. Skinner thanked everyone in the engineering departments for all their hard work.

5. Faculty/Staff Celebration

The Faculty/Staff Meeting scheduled for October 25 won’t be a regular meeting. Dr. Skinner asked the Social Committee to turn it into a celebration for all the hard work done by the SACS and QEP committees. There will be a short presentation followed by refreshments, a few door prizes, and some music by WSGE. Everyone has worked hard and is invited to take a few minutes to relax and enjoy the success of the accreditation visit.

Development – Ms. Sylvia Bajorek

1. Foundation
   a. Received $107,818 so far this fiscal year.
   b. Received $7,351 for The Friends of Gaston College Annual fund 2011/2012.
   c. Helping plan and coordinate the Foundation donor appreciation reception and College Business After Hours event for Thursday, November 17. The String Bean will provide refreshments. Staff was encouraged to wear their name tags.
   d. Compiling next Foundation newsletter.
   e. Planning David Belk Cannon Family Scholarship luncheon.

2. Marketing/PR
   a. Developing next issue of Inside Gaston which will be distributed this month.
   b. Preparing newspaper and movie ads, and mailers promoting spring registration.
   d. Marketing Tobacco Free Campus, College information nights, nursing accreditation, among other initiatives.
   e. Continuing to initiate cable screens, brochures, news releases, ads, bookmarks, and other promotional materials for a variety of programs/events for all three campuses.
3. Grants
   a. Awaiting grant notifications from the Department of Education GEAR UP; National Science Foundation for Integration of Inquiry in STEM Education; National Science Foundation for BrainSTEM: A Dedicated STEM Center; Blue Cross Blue Shield Foundation of NC for the Foothills Fresh; NCCS for Health Science Summer Camps to Increase Diversity.
   b. Developing or considering grant proposal for: National Science Foundation – Discovery Research K-12.
   c. Mr. Peter Szanton will answer any questions you have regarding grants.

Human Resources – Mr. Todd Baney

1. 2010 - hired 72; 2011- hired 50.

2. Currently 13 positions are open.

3. Signed employee contracts for FY 2011-12 have been returned to HR, for the most part.

4. A listing of new faculty, new staff, and faculty and staff position changes from May 10 to October 18, 2011, were included in the handout.

5. Pre-Appraisal summary forms with job descriptions were sent out to staff members the week of October 10 and are to be completed and submitted to supervisors no later than Friday, October 28, 2011.

6. Staff Performance Appraisal Forms are being sent to supervisors beginning October 17, 2011. After preparing the Performance Appraisal Forms and obtaining approval signatures, supervisors will schedule an individual meeting with each staff member to review the performance appraisal.

7. November 1 - Annual Flu Shot Clinic, 9 a.m. to 4 p.m., DSC 119. You must have your insurance card and your government ID (driver’s license). Four nurses will be available to dispense shots, and cookies will be served afterwards.

8. November 23 – Faculty/Student Break (College closes at 3 p.m.)

9. November 24-25 – College closed for Holiday

Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. To date, the invoiced revenues total $340,553.

2. Twenty-eight new customers were added.

4. Have had five training sessions for textile customers.

5. In August, had 2045 duplicated curriculum students and 421 Continuing Education and other students.

Faculty Senate – Ms. Melanie Skinner

1. The first meeting of the Faculty Senate was held September 13, 2011.

2. Dates for the remaining meetings of 2011-12 are as follows: 10/19, 11/15, 2/8, 3/13, and 4/18.

3. Staff Senate and Faculty Senate will discuss joining together to honor veterans on November 11. A student will sing the Star Spangled Banner at a campus location to be determined.

4. Faculty Senate would like to work on opening communication avenues with the Staff Senate.

5. The Blackboard Faculty Senate archive has been completed. An index is in process.

6. The second edition of the Faculty Senate newsletter, “In the Know,” is also in process. They hope to have it distributed before the holiday break.

Staff Senate – Mr. Doug Bradley

1. Staff Development Day was presented in cooperation with Title III on October 11. Ms. Denise Ryan from Firestar Speaking had workshops on both Customer Service and Time Management; over 70 personnel attended.

2. Staff Senate Goals and Objectives for 2011-12 include: participation in a least two college events, and collaboration with Faculty Senate on an event or project.

3. A Staff Excellence Award submission is being prepared and will be sent to Raleigh.

4. Staff Senate thanks departing Senators for their service and welcomes three new Senators. There were more candidates than positions available during the last election.

Updates from the Vice Presidents

Academic Affairs – Dr. Don Ammons

1. New Initiatives
   a. Developmental Math Reform – In fall 2012, MAT 060, MAT 070, and MAT 080 will cease to exist. They will be replaced with eight contextually based modules. Diagnostic testing will determine which modules each student needs. Many aspects are incomplete: diagnostic tests, scheduling model for modules, financial aid disbursement model, and
model for instructional delivery. This new initiative will have a positive impact for students.

b. Career and College Promise – this program will replace all current high school cooperative programs except Early College which is retained as one of three Pathways. There will also be a “Core 44 Transfer Pathway” and “Career Technical Pathway.” All instruction will be done at the College.

2. Liberal Arts and Sciences Division

a. The Language and Literature department will again sponsor the Visiting Writer’s Series. The theme will be, “Southern Spotlight,” featuring seven writers from the South.

b. The Developmental Education department recently traveled to Greensboro to accept the Outstanding Developmental Education Program Award for 2011.

c. Several academic divisions have collaboratively submitted a grant application to the National Science Foundation to fund a project to benefit science, technology, engineering, and math programs.

d. The GC Writing Center has expanded to the Lincoln Campus.

3. Health Education Division

a. The Practical Nursing program has been recommended for initial accreditation by the National League for Nursing Accrediting Commission.

b. The Associate Degree Nursing will have their National League for Nursing Accrediting visit October 18-20, 2011.

c. The Associate Degree Nursing Program has a 98% pass rate on the NCLEX-RN for the 2011 class.

d. The Practical Nursing program has a 100% pass rate at this time on the NCLEX-PN; one student has yet to take the exam.

4. Engineering and Industrial Technologies Division

Civil, Electronic, and Mechanical Engineering Technology programs have completed their ABET review and expect to be re-accredited in the summer.

5. WSGE

a. The fall membership drive will be held on October 26 – November 6. The goal is $55,000.

b. The radio program schedule has been revised to include programs from National Public Radio and Public Radio Exchange.

6. Lincoln Campus

a. The October 5-7 visit by the NLNAC at the Lincoln Campus went very well.

b. The Writing Center has opened at the Lincoln Campus.

c. The remodeling project in the Jerry Cochrane building for the Cosmetology program is nearly complete and should be ready for occupancy January 2012.
d. Dr. John McHugh has been named Dean of Lincoln Campus.

7. Learning Center

Computer tutors and lab assistants are available in the Writing Center in DBC 277, Monday through Thursday, from 8:00 a.m. – 8:30 p.m., and on Fridays, from 8:00 a.m. to 2:00 p.m.

Economic and Workforce Development – Dr. Linda Greer

1. Special Activities/Initiatives

   a. In October over 80 AHS/GED students took the Armed Services Vocational Aptitude Battery (ASVAB), which is designed to help students learn about themselves and the world of work.
   
   b. Life Skills is integrating the MECA (Microcomputer Evaluation of Careers in Academics) program into its Basic Skills and HRD programs. MECA is a career/vocational assessment system related to training, education, and employment. A demonstration will be held on November 4 at 1:30 in LIF 115.
   
   c. RESTC’s new fuel delivery and storage system project has been completed.
   
   d. The Health Department/Early Childhood Sanitation Mini Conference was held on the Dallas Campus the end of September, with 80 teachers attending. This conference encourages sanitary processes such as having children wash their hands.
   
   e. A request of Accreditation Services Application has been submitted to the Commission on Accreditation of Allied Health Education Programs for the Initial Accreditation for the Emergency Medical Technician-Paramedic program.

2. Services to Business and Industry

   a. The SBC is partnering with the City of Gastonia in its IDEAL (Investment in Downtown Economic Assistance and Livability) economic incentive program, which offers short-term start-up financial assistance to new businesses operating in downtown Gastonia. The SBC will provide applicants instruction and guidance on developing and presenting a marketing and business plan, which is part of the selection criteria.
   
   b. The SBC is partnering with the Montcross Area Chamber to provide one-on-one counseling services for businesses in the Mt. Holly, Cramerton, Lowell, McAdenville, and Belmont communities.
   
   c. The Community Education program will serve as the regional training provider for North Carolina State Inspection classes for Jiffy Lube, with the first of these classes to start in October 2011. These will be occupational education classes.

3. New Courses/Delivery Options

   a. Life Skills began offering a hybrid English as a Second Language (ESL) class in September 2011.
b. The BioEd Center has released the following Virtual Learning Objects (VLO’s): Autoclave Operations, Aseptic Techniques, Gas Chromatography, HPLC, Job Interviewing, Metric Conversions, Manufacturing Safety & Awareness, and VinSIM—A Virtual Vineyard.

c. The College received $10,000 from the System Office for the second round of development for the SuccessNC web site and $143,000 for the third and final year of the Duke Energy allotment.

Finance and Facilities – Dr. Silvia Patricia Rios Husain

1. Facilities

   a. Roof Repairs: Work started with the CET extension roof replacement on October 10. This project should be finished in 2-3 weeks; the Myers Center roof repair will follow. Shingles will be replaced on the following buildings: Morris Library, Rauch, Visual Arts, Electrical building, Plant Operations, and Motorcycle Safety Classroom Building. Mr. Steve Hall was thanked for working with the insurance company to have hail damage costs covered.

   b. The College is moving forward with the purchase of the 423 South Academy Street property in Lincolnton.

   c. The remodel and renovation of the CAS Project I-Radio/Broadcast Production was bid the week of September 5, 2011. The lowest bid was received from Houck Contracting. The project is anticipated to begin in November 2011.

   d. Construction on the Cochrane Science & Technology building lower lever is ahead of schedule and a November completion is anticipated.

   e. The design phase of the BLET/Criminal Justice Firing Range Classroom is complete. The contract will be signed once the survey is prepared and rendered by the City of Gastonia. This project will give us exclusive rights to have BLET classes at the firing range.

   f. The Lena Sue Beam renovation project began in September with an anticipated completion date of July 2012. Matthews Construction is pricing the cost of finishing the project 30 days earlier than scheduled in an effort to prepare for the start of the early high school year.

   g. Mr. Huddin, the previous VP for Finance, Facilities, and Operations, was praised for leaving GC finances in good order. A search is on-going for his replacement.

2. Budget and Finance

   a. FY 2011-12 State Operating Budget – The State Board of Community Colleges adopted a $1,335,020,091 budget for FY 2011-12. It includes a management flexibility reduction of $79,777,984. The 2011-12 operating budget reports a 2.6% decrease over the previous year, a reduction of $35,882,381. Salary increases for community college employees from state funds are prohibited, including increases for retention, equity, or what would be provided for degree attainment.

   b. The FY 2011-12 State Operating Budget for Gaston College totals $33,361,186. The College had a decrease of 91 Curriculum FTE’s, 10 Occupational Education FTE’s, and 57 Basic Skills FTE’s. This, along with an increase in the management flexibility reduction, resulted in decreases of $593,609 in curriculum, $22,863 in occupational education, and
$394,143 in basic skills. The College's management flexibility reduction is $1,940,091; the increase in equipment allocation is $80,081; the decrease in Textile Center funding is $71,121; the decrease for multi-campus funding is $90,223. A reserve of $653,803 was held for a possible reversion.

c. Gaston County Operating & Capital Budget Update for FY 2011-12: The operating expense allocation from Gaston County is $4,229,923, a 1.8% increase for 2011-12. The capital budget continued at its reduced FY2010-11 level of $453,219 for the 2011-12 fiscal year.

**Student Services – Dr. Silvia Patricia Rios Husain**

1. By The Numbers:

   a. Currently, the TRIO program has 130 active students. It would like to recruit ten more students into the program.

   b. A total of 239 at-risk and highly at-risk students have been holistically advised since January, 2010.

   c. Estimated fall headcount is 6421 (2.76% decrease) and FTE is 2649 (5.5% decrease).

   d. One hundred-thirteen students (485 hours) were registered in the late start marketing campaign.

   e. Eight faculty training sessions for Web Attendance were offered on all three campuses the first week of the fall term.

   f. Dallas Campus Counseling Center has had 6270 visitors between March 1 and September 28, 2011.

   g. An advising survey was conducted. At the Lincoln campus 52 students completed it for the summer; 98% of respondents agreed/strongly agreed to being satisfied with their quality of advisement.

   h. At the Dallas Campus 122 students completed the survey between April and July; 92% agreed/strongly agreed to being satisfied with their quality of advisement from the Counseling Center.

   i. During the month of September, the Office of Admissions received and processed 443 online admissions applications, down from 486 or nearly 10% from the same time last year. The office sent 883 forms of communications to prospective students, and generated a total of 430 prospects in a month.

   j. Office of Admissions is close to breaking the 1,300 mark on the Gaston College Admissions Facebook Page.

   k. For 2010-11, over $21 million was awarded in financial aid to students and a total of $15.2 million was disbursed in financial aid dollars to 4,009 students. This is a 18% increase in financial aid dollars and a 17% increase in financial aid students over the previous school year. Gaston College students disbursed approximately $13.7 million of these awards from the Federal Pell Grant.

   l. The 2010-11 Fiscal Operations Report and Application to Participate (FISAP) report was submitted to DOE on 9/27/2011.

   m. The Financial Aid Office continues to receive a large volume of daily visitors. During the 2011 summer months during June to August, Financial Aid has had 4731 visitors needing in person financial aid assistance.
2. Activities and Initiatives

a. Scott Lewis presented a workshop on September 26, 2011, with 86 participants.
c. SGA sponsored a campus wide blood drive on September 8, 2011. The Community Blood Center registered 38 students; twenty-six met the donation requirements.
d. STARS 4.0 and 5.0 software updates are scheduled for early November 2011.
e. Developed content for Personal Counseling/Wellness website, and revised Career Counseling website content.
f. A virtual career center was launched on the counseling webpage in September.
g. A Student Consumer Information page has been added to the Gaston College website. More links to information beneficial to students will be added soon.
h. The Office of Admissions continues to work on revamping our communications strategy in efforts to increase the yield from applicant to enrolled student. Efforts include sending both hardcopy general admissions letters as well as letters from faculty program directors or coordinators to welcome students who have applied to their specified program of study.
i. Some of the ongoing and upcoming recruiting efforts include the weekly admissions information sessions and campus tours each Friday morning, school visits (iVisit theme), following up with the AHS/GED graduates, high school classroom presentations, guidance counselor visits, high school lunchroom visits, high school club presentations, guidance counselor visits, community events/festivals. Additionally, Student Services will participate in the Belmont Fall festival on October 8, College Information Nights October 18 - 20, and the NC College Application Week.

Concluding Comments

Dr. Skinner, again, encouraged the Cabinet to send their questions and concerns regarding the McLaughlin Young Group to Ms. Carol Denton or Mr. Todd Baney. She felt the employees of GC could really benefit from what the McLaughlin Young Group has to offer. Discussions will be on-going.

GC’s Persistence and Retention efforts have been nationally recognized. At a conference in Dallas, TX, Dr. Skinner and Dr. Husain presented GC’s Persistence and Retention PowerPoint presentation to a group of 20 educators. It was well received. Dr. Skinner thanked Ms. Wanda Wyont and others who worked on the program concept and presentation.

Additionally, GC is one of three colleges invited to present our Persistence and Retention program at the National Symposium in Charleston, SC, the first week of November.

Dr. Sharon Starr reminded everyone that a link will be sent out for everyone to be able to fill out their personal wellness profile and then come to RCB 126 on November 8, 9, or 10 to have blood pressure, BMI, and glucose rates checked free of charge. A follow-up report would be sent to each person listing their own personal health risks.

Dr. Skinner then thanked everyone attending for their hard work and encouraged them to attend the Faculty/Staff Celebration on October 25.
The next President’s Cabinet meeting will be on January 31, 2012.

There being no further business to bring before the Cabinet, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Mary Ellen Dillon

Mary Ellen Dillon
Recording Secretary