Minutes of the President’s Cabinet Meeting
January 31, 2013
3 p.m., DBC 260

Present:
Ms. Julia Allen
Dr. Don Ammons
Mr. Todd Baney
Dr. Terry Brasier
Mr. Sam Buff
Ms. Michelle Byrd
Dr. Rex Clay
Dr. Harry Cooke
Mr. Virgil Cox
Dr. Dewey Dellinger
Ms. Adele Earls
Mr. John Erickson
Dr. Linda Greer
Dr. Joe Keith
Dr. Karen Less
Chief Billy Lytton
Ms. Cynthia McCrory
Dr. John McHugh
Ms. Savonne McNeill
Ms. Stephanie Michael-Pickett
Ms. Jennifer Nichols
Ms. Alisa Roy
Ms. Judy Schneider
Ms. Audrey Sherrill
Dr. Patricia Skinner
Dr. Sharon Starr
Mr. Peter Szanton
Ms. Susan Whittemore
Mr. Charles Wilson
Ms. Heather Woodson
Mr. Chuck Wray

Absent:
Mr. Bruce Cole
Ms. Mary Ellen Dillon
Dr. Silvia Patricia Rios Husain
Mr. Wesley Landrum
Ms. Tanisha Williams
Ms. Kimberly Wyont

Others Present:
Ms. Cherry Deal
Ms. Sylvia Dixon
Ms. Deborah Hissom
Ms. Vickie Hoke

Please note: A copy of each report distributed at the meeting will be included with the minutes.

Welcome

Dr. Skinner welcomed everyone to the meeting. Since there were several new cabinet members attending, Dr. Skinner suggested that each member introduce themselves and the departments they represented.

Topics of Current Interest

Updates from the NCACCP’s Meeting – Dr. Patricia Skinner

Dr. Skinner presented the following updates received at the Winter NCACCP meeting:

a. CIS Administration Skill Roles
The CIS Template focuses on all the different initiatives that are happening in Technology throughout the community college system, due to the educational demands in the market place. Over the next several years, there will be changes in the types of roles required to support the CIS Template. Dr. Skinner distributed information that listed the different roles and the types of knowledge/experience level required.

b. Legislative Research Committee

The Legislative Research Commission Study Committee on Career and Technical Education (CTE) is recommending the following to the 2013 General Assembly:

I. Increase the skills of high school graduates in occupations with high employment potential.
II. Streamline the CTE teacher licensure process to increase the pool of available instructors, especially in high need employment areas.
III. Target CTE coursework to match current and future local and statewide job market needs.

c. NCACCP System Office Update

Dr. Skinner distributed copies of a presentation that covers changes occurring at the state level:

I. CAA Revision
II. Developmental Education
III. Multiple Measures for Placement
IV. Budget Update
V. Unemployment Insurance Bill
VI. Affordable Care Act & Adjunct Faculty

d. Updates and Information from Engagement Services and STEM/Strategic Innovation

I. Ms. Stephanie Michael-Pickett will be coordinating the Gaston College video for the 50th Anniversary – UNC-TV Documentary.
II. A State Board member will be recognizing the College recipients of the Academic Excellence Award at each of the community colleges this year due to the 50th Anniversary Event in Raleigh on June 5, 2013. There will be no state-wide Excellence Event in April.
III. Dr. Skinner urged everyone, particularly faculty, to review the Comprehensive Articulation Agreement Revision and the Multiple Measures for Placement Policy provided in her handouts.

Achieving the Dream Update – Dr. Dewey Dellinger

The DREAM2013 Conference will be held February 5-8, 2013, in Anaheim, CA. Six representatives from Gaston College will be attending: Drs. Skinner, Ammons, Dellinger, Clay, Torrence, and Ms. Audrey Sherrill. The Data Team has analyzed most of the data and our plan will be submitted to our coaches by April 15. The next major challenge is to receive direction from the core team on which areas to investigate with focus groups or surveys.
Dr. Dellinger’s summary of data findings was included in his handout to the cabinet.

**Unit Plans/Structure and Process – Dr. Dellinger and Dr. Rex Clay**

1. Dr. Dellinger presented three proposals for cross-divisional unit plans:
   a. Begin implementation of cross-divisional unit plans (Committees and/or leadership teams would develop and report on improvement plans).
   b. Modify the “Goals in Support of Purpose” column in the Unit plans to “State Goal and Reason for the Goal.”
   c. Change the timeline of developing and reporting of unit plans. Unit Plans and Gold Accomplishments will be due anytime (for convenience of the area) during the period from June to August.

2. Dr. Dellinger distributed an example of using results for improvement to tie to new goals, and an example of supplying a reason for new goals when not tying goal to *Use of Results for Improvements*.

3. Dr. Clay will send out information on the new deadlines.

**Safety and Security Update – Mr. Todd Baney and Chief Billy Lytton**

1. Emergency Response Guides are in the process of being distributed to all Campuses and full-time and part-time permanent employees are receiving appropriate training.

2. After full-time and part-time permanent employees are trained, the next step is to develop materials to train part-time faculty and staff perhaps using Blackboard.

3. The installation of the Emergency PA system is complete (all campuses) with the exception of the Vet Tech building.

4. There are some external speakers located at the Myers Center and the external speakers at the clock tower are being tested for use.

5. Mr. Baney and Chief Lytton thanked everyone who made suggestions for improvements to the security program.

**Preliminary Statistics for Developmental Math Redesign – Ms. Cherry Deal**

1. Ms. Deal presented a PowerPoint presentation on the Developmental Education Initiative.

2. The DEI is a national project that was started in 2009, and is funded by the Lumina Foundation and the Bill and Melinda Gates Foundation. Six states volunteered to participate in the initiative, CT, FL, NC, OH, TX, and VA.

3. Goals of DEI are:
   a. Reduce overall need for developmental education
   b. Reduce time to complete developmental education
   c. Implement better tools for assessing and placing students
   d. Improve data tracking and analysis capabilities
4. Classes are taught in modules. The modules are mastery-based, and at the end of each module the student is required to pass a posttest with a grade of 80 or above. The module lasts four weeks, and the grades for each module are “P” (pass) or “R” (repeat or re-enroll).

5. Ms. Deal covered the six Program Design Parameters, the Developmental Math Modules, and student comments, which were all very positive.

**Katherine Harper Testing Center Services – Dr. Terry Brasier**

1. Dr. Brasier, along with Ms. Vickie Hoke, Testing Coordinator-Student Services; and Ms. Debra Hissom, Chief GED Examiner/Testing Coordinator, Life Skills, gave a PowerPoint presentation on the Katherine Harper Testing Center.

2. The goals of the testing center are to foster a sense of community, which enhances the student testing experience; supports the transition of GED students into Curriculum programs; and cross-trained staff who are knowledgeable about Curriculum and GED testing services.

3. The benefits of the testing center to students:
   a. Flexibility – take a variety of assessments, all at the same location.
   b. Convenience - over 70 testing stations in two separate rooms, more dates and times to choose.
   c. Welcoming – reception and waiting room.
   d. Privacy and Confidentiality – testing staff can discuss test results with students without interrupting other students.
   e. Comfort – lighting and furniture allowing for maximum comfort, and minimal environmental and equipment distraction.

4. The Center offers a wide variety of testing services, both in GED and Curricula. Some future plans for the Center include:
   a. Cross training
   b. Transition to the NC Diagnostic Assessment and Placement Test (NCDAP)
   c. Master calendar
   d. Testing Services brochure
   e. Test Preparation and Remediation Services
   f. Proctoring tests for students from other institutions
   g. Social media

**Administration Reports**

**Human Resources – Mr. Todd Baney**

1. Currently, there are six open positions.

2. The HR report lists the College’s new faculty and staff hires, position changes, and retirements.

3. February 21-22 – Faculty/Student Break (College closes at 4 p.m.)

4. March 20 – Eighth Annual Benefits Fair
5. March 25-28 – Faculty/Staff Break (College closes at 4 p.m.)

6. March 29-April 1 – College Closed: Holiday

7. April 2 – Faculty/Student Break (College closes at 4 p.m.)

8. May 14 – Graduation, Bojangles Arena, 7 p.m.

Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. Textiles
   a. Information covering the last four months.
      i. Performed tests for 213 customers, and produced sample polymers, fibers, yarns, and fabrics (woven, knit, and dyed) for 44 customers.
      ii. Added 35 new customers.
      iii. Had three training sessions for textile customers.
   b. Had a Textiles 101 class for the Clyde A. Erwin High School of Buncombe County.
   c. For the fiscal year, our invoiced revenues are down 10% compared to last year.

2. The Kimbrell Campus is now hosting Dietetic Technician classes.

3. Currently they have 2295 curriculum students (duplicated) in 98 classes compared to 1688 students in 85 classes for last spring. This is an increase of 36%.

Faculty Senate – Ms. Susan Whittemore

1. Faculty Senate held their last meeting on January, 15, 2013.

2. A presentation was made to the Faculty Senate by the Staff Senate President Elect, Ms. Joyce Crumpton, about initiating a joint recognition program for both the faculty and staff.

3. The Faculty Senate has discussed several ideas for the Fiftieth Anniversary of Gaston College including community art projects featuring Gaston College from each decade, creating a video with interviews of students from each decade, and a spirit week to celebrate each decade.

4. The Senate was updated on the status of the Faculty Workload and Work Week Committee.

5. The Senate conducted a review of the 2014 calendar and provided suggestions for changes to the calendar. These changes were reviewed by the Calendar Committee, and some changes were made based on these suggestions.

6. Faculty of the Year nominees include:
   a. Beth McCall – Instructor of Developmental English
   b. Leslie Pressley – Instructor Practical Nursing Program, Lincoln Campus
c. Jaime Conrad – Instructor Business Administration
   d. Eric Rhom - Instructor of Automotive Systems Technology

7. The next Faculty Senate meeting will be held on Wednesday, February 13, at 3:30 p.m. on the Kimbrell Campus

Staff Senate – Ms. Adele Earls

1. In January 2013, Staff Senate welcomed a new Senator, Mr. Gary Johnson. His term ends in June 2014. He took the place of the late Ms. Joy Armour. Gary has had experience on Staff Senate before and is a wonderful addition to Staff Senate.

2. Staff Senate is gearing up for the Staff Excellence Award nomination process. The submission deadline is March 1, 2013! They are working on creative ways to get the information out to the GC faculty and staff. They’d love to have nominees from all areas of campus as there are so many staff contributing in countless ways to GC community. They encouraged everyone to please take the time to nominate someone! Due to letters of support and the actual write-up of the nomination, many of the GC family could work on the documentation together. If you know of someone worthy of this nomination, they encourage you to work jointly! Any questions about the process can be brought forth to Ms. Adele Earls at 704.922.2296 or Ms. Melanie Hoyle at 704.922.6531.

3. Progress towards Staff Senate 2012-2013 goals continues.

   a. Initiate a customer service campaign by devising ways to acknowledge great customer service to GC students: Staff Senate is looking forward to launching this initiative soon! They must meet with Executive Council in February to submit the process to them. Chief Lytton has been extremely helpful in supporting the idea for a monthly grand prize. Ms. Deb Bowen has been creating awesome recognition cards. Tech Services has been ironing out the logistics of an electronic recognition form. The campaign idea was presented at January’s Faculty Senate meeting to seek feedback. The sub-committee charged with this initiative has created an entire plan for implementation. The purpose of our customer service campaign is “to recognize employees who provide consistent exceptional service with a positive attitude while serving internal and/or external customers.”

   b. Continue to enhance the relationship between Faculty and Staff Senates. Co-host an event with the Faculty Senate: Faculty Senate and Staff Senate worked with Mr. Darren Stewart and the Veterans Affairs Office to plan the Veteran’s Day ceremony. Mr. Josh Crisp (SS) and Calvin Shaw (FS) have been discussing a possible team building day for faculty and staff using some of our facilities in Fire Safety. They are thankful to Ms. Susan Whittemore for her Faculty Senate leadership and her willingness to support and collaborate with Staff Senate. They look forward to strengthening this relationship as the months and years continue.

   c. Host an Open House for faculty and staff to foster networking and departmental knowledge sharing: Through multiple meetings, this initiative has morphed quite a bit. Originally thought to be a plan for a physical open house where all could meet and showcase their offices, the actual logistics of equally incorporating three campuses encouraged us to change our direction. Now Staff Senate is looking at a way to highlight offices and services virtually. This plan is still taking shape and will most likely be carried into the next Staff Senate year for implementation.

   d. Staff Senate’s next meeting is scheduled for February 14, at 10:00 am, in Myers Center Staff/Faculty Cafeteria.
Updates from the Vice Presidents

Academic Affairs – Dr. Don Ammon

1. Business and Information Technology

   Adding Certifications to courses and programs: Microsoft Office User Specialist Certification, QuickBooks Certification IC3 Certification, and Added Ethics in Accounting – Current Hot Topic in the Accounting Industry

2. Educational Partnerships Update

   b. *March Into Your Future* Week (March 13 -20): Free workshops will be held during the week leading up to Career Day to better prepare students who attend the event. (Workshops sponsored by members of the Career Development Committee.)

3. Gaston College Learning Center

   Held tutor training sessions on January 3 and 4 which was attended by 28 tutors working on their CRLA (College Reading and Learning Association).

4. Health Education

   a. The Health Science Career Day for the Lincoln County Schools and Lincoln Charter Schools will be held in DBC on March 1 with one morning session from 9 to 11 a.m., and one afternoon session from 12:15 to 2:15 p.m.
   b. The Health and Fitness Science program is developing articulation agreements with UNCC, Queens University and Gardner Webb University.
   c. The Nursing Assistant program received re-approval for two years after their site visit December, 2012.

5. Lincoln Campus

   There are 1256 curriculum students enrolled for the spring semester 2013. This is a 28% increase over spring 2012, and is the second highest enrollment ever at the Lincoln campus.

6. Liberal Arts and Sciences

   a. Submitted a grant to support early literacy education in the Early Childhood Education program. A decision on this $40,000 grant is expected in January 2013.
   b. The Global Imprints team has been working on a National Endowment for the Humanities grant to continue the film and lecture series funded this year.

7. Academic Affairs

   a. Thirty-eight courses have been SAIL certified since February 28, 2012.
   b. Three hundred thirteen requests for transcripts for ADA/Accessibility compliance have been submitted (88 have been completed). An additional co-op student has been hired to assist.
c. So far this academic year, 285 people have gone through 405 hours of technology training in areas such as (SAIL training, Blackboard training, Photoshop, Microsoft Office, Prezi, QR codes, etc.).
d. Audits for minimum standards are in progress for online, hybrid, and web-assisted courses.
e. Ms. Kim Gelsinger is Western Regional Vice President of NC3ADL (North Carolina Community College Association of Distance Learning. On April 19, Gaston College will host Western Regional Professional Development.
f. The Business & Information Technology Division piloted a Campus Labs online evaluation process that is used for all types of courses. Representatives from Academics, Institutional Effectiveness, and Technology Services will meet this spring to make a recommendation regarding whether or not to change the process of course and instructor evaluation.

Economic and Workforce Development/Marketing – Dr. Linda Greer

1. Public Safety
   a. The daytime BLET class started January 22, 2013, with a record participation of 26 students, including five females.
   b. Gaston College now serves as a host site for Criminal Justice Standards regional testing, with the first test being administered Friday, January 25. All state exams for BLET, RADAR, and Instructor Training will be held in Room 119 of the DBC Building on a monthly basis.
   c. The Department for EMS Education completed and submitted a self-study to the Committee on Accreditation of Education Programs for the Emergency Medical Services Profession and received word that the program has met core standards and guidelines and is awaiting the Executive Analysis Report. A site visit is forthcoming during spring 2013.
   d. The Department for EMS Education received an Emergency Medical Services Accreditation Alignment Perkins Grant through the NCCCS in September 2012 to revise and rewrite EMS curriculum to meet national EMS education standards, with over 35 community colleges participating in the initiative.
   e. The RESTC ran a third NC Breathing Equipment/Firefighter Survival School in January 2013 because of the high demand for the class. RESTC staff is working with Sealed Air Corporation in Simpsonville, SC to develop a training program to be delivered at Gaston College.

2. Upcoming Events/Classes
   b. The Early Childhood Mid-Winter Conference will be held February 23, 2013, in the Robinson Classroom Building.
   c. The Teaching and Learning Conference will be held on the Dallas Campus August 7-8, 2013.
   d. WasteWater Level I and II classes are offered every semester through Community Education. Contact Ms. Beth Hollars for classes information.
   e. ServSafe classes will be offered Mondays, February 25, March 4, March 11, and March 18.
   f. UNC-TV will be on the Dallas Campus March 4, 2013 to videotape parts of campus and conduct interviews for the NCCCS 50th Celebration.

3. Life Skills
   a. Leah Mackey has been certified as a Smartboard trainer, and is currently developing and conducting training for Life Skills instructors.
   b. All Basic Skills classes are now keeping roll via Web Attendance.
c. The Adult High School program issued report cards in December for the first time.

d. A comprehensive GED Close-Out campaign is in progress to encourage people to complete their GED before the new test is implemented in January 2014. A flyer has been posted to our Home Page.

Finance and Facilities – Ms. Cynthia McCrory

1. Finance

   a. Purchasing

      Purchasing Cutoff Dates

      1. The last date to place purchase orders for FY 2012-13 is May 3, 2013, if State funds are available.
      2. The last date to place a bid for purchase is March 1, 2013.

   b. Budgeting

      Budget Pool Orders

      1. Place orders before the purchase deadlines (see above).
      2. It is highly likely that state funding will be curtailed to essential items only (payroll and utilities) beginning April 1. If this occurs, purchase orders will be cut off in March and outstanding orders will be cancelled. Items that are required to keep your department functioning and for which you still have budget funds available, should be ordered as quickly as possible.

2. Facilities

   a. Completed Projects

      i. Lena Sue Beam Early College Building

         1. Building inspection and certificate of occupancy were completed in October 2012.
         2. Faculty, staff, and students moved into LSB early November 2012.
         3. Project close out activities are on-going.

      ii. Boiler Building Exterior Renovation

         The project is complete. Final inspection was completed on January 9, 2013.

   b. Current projects

      i. Harney Hall Roof – Kimbrell Campus

         1. Design is complete. Contracts have been bid and awarded.
         2. Work began the week of January 14, 2013.
         3. Completion is expected by the end of April.
ii. Myers Center SGA Renovation

1. The project includes renovating the old testing center space in the Myers Center Student Services area into SGA work space, offices and conference room.
2. The schematic design and design development phases of the project are complete.
3. The architect is moving forward with the construction document phase.
4. The college plans to request bids in February and award a contract in March.

c. Planned projects

i. PTI Renovation and Expansion Phase I

1. The proposed project will remodel 16,000 square feet of the building’s existing 44,000 square feet to expand and renovate the machine shop and welding areas. The renovations will also include upgrades to the electrical and mechanical systems. An unheated covered storage area of 6,300 square will be added to the exterior.
2. The project will be forwarded to the State Construction Office for approval following the January 28 Board of Trustees meeting.
3. Project budget is $1.225 million. Funding sources includes County bond funds and the Golden Leaf grant.

ii. Esthetics Classroom and Lab - Kimbrell Campus

1. The design phase of the project is complete.
2. The college will move forward with the bidding process.

d. Building Maintenance and Improvement Projects

i. Myers Center Elevator Overhaul
   Project postponed for funding of full replacement for ADA compliant elevators.

ii. Fill in Sunken Area in Café (ADA Accessibility)-
   Project design complete and ready to bid.

iii. Replace Deaerator Tank in Main Boiler House
   Specification preparation is on-going.

iv. Update Building Automation Controls for Rauch, Morris Library, and Albright Public Safety

   1. Albright is complete.
   2. Rauch and Morris Library are scheduled.

3. Technology Services

a. Completed Projects

i. Provided support to over 100 students who experienced issues with their personal laptops and/or computers with a cost savings $100 per student.

ii. Upgraded eCommerce to make the institution compliant with credit card payments.

iii. Upgraded all faculty, staff, and lab computers with Active Directory.

iv. Smartboards have been deployed on the Dallas and Lincoln Campus.

v. Equipment installation in the Early College building and other campus areas.
vi. Implemented a telephone call center for the Business Office, Financial Aid, and Admissions departments improving customer service.

b. Current Projects

   i. Institutional Effectiveness is compiling student evaluation data and unit plans.
   ii. Continuing to expand wireless access points.
   iii. Within two weeks, faculty, and staff will be able to access the intranet using their Active Directory logon credentials (single logon).

Student Services – Dr. Silvia Patricia Rios Husain

1. Student Services Data

   a. Headcount is 5642, 2.4% lower than spring 2011. FTE is 2303, 2.5% less than spring 2011.
   b. There were 140 fall 2012 graduates.
   c. Admissions received 2144 applications for spring semester 2013. Out of the 2144 applicants, 990, or 46%, actually registered for courses. Thus far, Student Services has received 741 applications for fall semester 2013. Application for summer 2013 was opened on January 15.
   d. TRiO currently supports 145 students (with a waiting list of 15).
   e. Four ENG 090 classes are receiving intensive holistic advising from Title III Success Counselors.
   f. Fifteen TEAS/ACT/Math Skills prep workshops are scheduled for January and February 2013.
   g. The Student Academic Assistance Program awarded $9,169.68 in emergency assistance for tuition, books, or supplies for fall semester 2012. 75% of students who received book assistance earned a passing grade in the class. 88% of students who received tuition assistance earned a GPA of 2.0 or higher.
   h. A total of 972 Student Persistence and Success Plans (early alerts) were submitted and assigned to Divisional Success Coordinators during fall semester 2012.
   i. Dallas Campus Counseling Center had 2810 visitors during the spring registration period which ranged from November 10 to January 16.
   j. Lincoln Campus Counseling assisted over 850 students during the spring registration period.
   k. Financial Aid has processed over 5000 financial aid awards for the 2012-13 award year.
   l. Financial Aid has submitted 2852 FAFSAs to College Foundation, Inc., for verification.
   m. During the summer and fall semester, Financial Aid made phone calls to 758 students to encourage them to complete their financial aid applications.
   n. IntelliResponse: ASK GC averages 1,000 plus questions per month with a 93% correct answer rate.

2. Activities and Initiatives

   a. Enrollment Management Task Force will meet on Thursday, February 7, at 2-3:30 p.m., in DSC Room 206 to plan the fall 2013 marketing and recruiting campaign.
   b. The Katherine Harper Testing Center opened on January 2, 2013. The Center provides comprehensive testing services for both GED and curriculum students. Curriculum tests administered will include the Compass, ACT Residual, and TEAS tests. Please direct students, staff, and faculty having questions regarding testing services to email KHTC@gaston.edu or call 704-922-2433. KHTC staff will participate in the NC Diagnostic Assessment and Placement (NC–DAP) Testing Training at CPCC on March 20.
   c. The Financial Aid Office is hosting FAFSA Day on Saturday, February 23, for Gaston and Lincoln County high school seniors.
d. Upcoming recruiting and outreach events that the admissions and KHTC staff will be participating in this semester include the following: Boy Scout Merit Badge Day at Gaston College on Saturday, February 16 - all day; Lincoln County Health Career Fair at DBC on Friday, March 1; Gaston County Schools College EXPO on Saturday, March 16; Gaston College Career Fair on Wednesday, March 20; SciVisit on Friday, April 12.

e. Counseling coordinated a College Day on December 4 where 25 individual colleges were available for students to learn about college transfer possibilities. 130 students attended the event.

f. Ms. Lis Doggett gave a Myers-Briggs Type Indicator presentation to the Junior Leadership Gaston on September 20, 2012.

Concluding Comments

At the close of the meeting, Dr. Skinner recognized Ms. Julia Allen, Dr. Don Ammons, Mr. Virgil Cox, Dr. Linda Greer, Ms. Cynthia McCrory, and Mr. Peter Szanton for their assistance with submitting an application for the EDA grant. The College is in line to receive $1.5M from the EAP for the PTI renovation and Center for Advanced Manufacturing.

Ms. Adele Earls, Staff Senate President, reminded cabinet members to send forward applications for the Staff Excellence award.

Faculty Senate President, Ms. Susan Whittemore, reported that faculty members have been identified for the Instructor of the Year. Interviews will begin in February.

The next President’s Cabinet Meeting will be on May 9, 2013, in DBC 260.

There being no further business to bring before the Cabinet, the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Mary Ellen Dillon and Sylvia Dixon

Mary Ellen Dillon and Sylvia Dixon
Recording Secretaries