Minutes of the President’s Cabinet Meeting  
February 20, 2012  
3 p.m.  
DBC 260

Present:
- Dr. Don Ammons  
- Ms. Sylvia Bajorek  
- Mr. Todd Baney  
- Dr. Terry Brasier  
- Ms. Michelle Byrd  
- Dr. Rex Clay  
- Mr. Bruce Cole  
- Dr. Harry Cooke  
- Mr. Virgil Cox  
- Dr. Dewey Dellinger  
- Ms. Adele Earls (for Mr. Bradley)  
- Dr. Linda Greer  
- Dr. Silvia Patricia Rios Husain  
- Dr. Joe Keith  
- Mr. Wesley Landrum  
- Dr. Karen Less  
- Dr. John McHugh  
- Ms. Savonne McNeill  
- Ms. Stephanie Michael-Pickett  
- Ms. Joy Morrow (for Ms. Kincaid)  
- Ms. Jennifer Nichols  
- Ms. Peggy Oates  
- Ms. Alisa Roy  
- Ms. Audrey Sherrill  
- Ms. Melanie Skinner  
- Dr. Patricia Skinner  
- Dr. Sharon Starr  
- Ms. Susan Whittemore  
- Mr. Charles Wilson  
- Ms. Heather Woodson  
- Mr. Chuck Wray  
- Ms. Kimberly Wyont  
- Ms. Wanda Wyont

Absent:
- Officer Billy Lytton

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

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.

Administration – Dr. Skinner

1. Welcome to Mr. Wes Landrum

   Dr. Skinner welcomed Mr. Wesley Landrum, the new Director of Facilities, to his first President’s Cabinet Meeting. Mr. Landrum is a professional Engineer with a wide variety of experience.

2. Retirement of Ms. Sylvia Bajorek

   Ms. Sylvia Bajorek will retire May 1, 2012. Through the Development Office, over the last 14.5 years, she has helped raise $23.8 million for the Gaston College mission. Ms. Bajorek has been involved in many endeavors and areas of service for the College. Here are just a few: Capital Campaigns, SACS visits, Strategic Planning Processes, the Heritage Society, Legislative liaison, Altrusa Society, BioNetwork BioEd Center, bond
referendums, open houses, building dedications, the Giving Campaign, Foundation newsletters, and donor recognition events. Dr. Skinner thanked Ms. Bajorek for her hard work

With the departure of Ms. Bajorek, the Development Office will house the Development Officer/Executive Director-Gaston College Foundation, the Director for Grants & Special Projects, and an Administrative Assistant. The Development Associate-WSGE Radio/Foundation position will report to the manager for the WSGE Radio Station. The Director, Marketing & Public Relations position will report to the Vice President of Economic and Workforce Development.

3. Budget

It does not look as though the State will revert any additional funds this year. They did call back $300K or 1% this year already due to lower than anticipated tuition receipts and higher than anticipated unemployment expenses. Next year, it is hoped that Enrollment Growth funds can be redirected for colleges to use. Our budget funding is based on a three-year rolling average which will help since enrollment has declined this year.

4. Gaston County Commissioners’ Meeting

At a recent meeting with the County Commissioners, the commissioners agreed to fund three vital smaller projects for the College ($197K), and also committed $3.3 million to the renovation of the Pharr Trade & Industrial building as a Center for Advanced Manufacturing. We also requested they restore our County Capital budget to its previous 2011 allocation of $690k. That decision is pending.

5. Achieving the Dream (ATD)

Gaston College has been selected to join the ATD network. This is a Gates Initiative for three years that tracks data to identify problems, set priorities, and measure progress toward increasing student success. Our ATD Core Team members will attend the Kickoff Event in June, in Seattle, Washington. Participation in this cohort will take Gaston College to a higher level with regard to student success.

6. Merit Pay

Although there are no funds for raises this year, if there is some flexibility in the state budget, one time merit bonuses may be considered.

7. Gainful Employment Reporting

While attending an ACCT meeting in Raleigh, Dr. Skinner met with our legislative delegation to discuss removal of the Gainful Employment reporting as it is time consuming, redundant, and flawed. This reporting came as a result of abuses occurring mostly at for-profit institutions and we are asking that community colleges be exempt. A letter to Senator Kay Hagan will be drafted to clarify our situation and will be sent as soon as possible.

8. Financial Aid

In December of 2011, President Obama signed the Consolidated Appropriations Act of 2012 into law. There will be many implications for students enrolled in NC community colleges. One implication is that students will now have the burden of proving their need for financial aid. Administrative costs for community colleges will also go up. We are hoping legislation can remove some of these regulations.
Development – Ms. Sylvia Bajorek

1. Foundation
   a. The Foundation has received $253,656 so far this FY.
   b. $15,571 or 86% of the goal has been received for The Friends of Gaston College Annual Fund 2011/2012
   c. Preparing next Foundation newsletter which will focus on alums. It should be out in March.
   d. Working with several donors on potential unrestricted and scholarship gifts.
   e. Planning David Belk Cannon Family Scholarship luncheon for April.
   f. Finalized purchase of 423 Academy Street, Lincolnton, which is a property adjoining Lincoln Campus.
   g. Taking part in Community Foundation of Gaston County’s “Run for the Money” matching gift event again this year. Dr. Terry Brasier and the Admissions department are coordinating the College’s booth during Run Day, Saturday, April 21.

2. Marketing/PR
   a. Providing information for Gaston Gazette’s “Newspapers in Education” series.
   b. Working with Magnolia Marketing on branding guidelines and overall college marketing plan.
   c. Working with NCCCS staff on videos for the spring Excellence Awards luncheon in Raleigh.
   d. Continuing to promote college events and activities through cable screens and news releases for all campuses including Wellness Day, Cosmetology School Open House, Visiting Authors, MAC music and mini workshops, etc.
   e. Responding to inquiries from area media such as information about use of money from Gaston County bond proceeds.

3. Grants
   a. Mr. Peter Szanton will be attending an Achieving the Dream conference later this month as part of the College team.
   b. Working with Arts & Science Division on three National Science Foundation grants to support an undergraduate research initiative, scholarships for STEM students, and a STEM Center.
   c. Seeking grant funding for arts, music, and literature programs.
   d. Working with humanities and social science faculty on seeking funding for an initiative to promote greater inclusion of culture and ethics across the curriculum.
   e. Researching grant possibilities for the renovation of the Pharr Building.
   f. Working with Health Sciences and Engineering and Industrial Technologies on applications to the Department of Labor’s TAACCCT program either as project partners or project lead.

Human Resources – Mr. Todd Baney

1. Currently, there are 11 open positions.

2. The HR report lists the College’s new faculty and staff hires, position changes, and retirements. Mr. Todd Baney asked everyone to keep the family of Mr. Rick Davis in their thoughts. Mr. Davis was a College employee who recently passed away.

3. Online Application Management (Novus HR): Introduction and Training has been completed for the Human Resources Staff, Hiring Managers, Department Chairs and Support Personnel. The initial system is undergoing final modifications and is scheduled for deployment on March 1, 2012. In Novus HR, there will be a "sensitive"
page for questions such as Veteran status. NC law states preferential treatment will be given to a veteran if two candidates for the same position need a tie breaker.

4. Document Imaging/Management (ImageNow): Introduction and Training has been completed for the Human Resources Staff. The Solution Design Document for HR was finalized and implementation is scheduled for April 1, 2012.

5. Employee Assistance Program (McLaughlin Young Group): The College has contracted with a new EAP service provider. Information sessions are scheduled for Wednesday, February 22, 2012. In addition to counseling services, the new EAP also provides a “Work-Life Program,” which includes other services such as child and eldercare information, educational materials on various topics, certain legal and financial services, and discounts on hundreds of name-brand products and services.


Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. Textiles
   a. Information covering the last four months.
      i. Performed tests for 194 customers and produced sample polymers, fibers, yarns, woven and knit fabrics for 66 customers.
      ii. Added 35 new customers.
      iii. Had five training sessions for textile customers (one was in NY City).
      iv. Purchased a refurbished scanning electron microscope.
   b. Invoiced revenues total $743,573 for the current FY.
   c. Southern Textile Association (STA) fall and winter meetings hosted on campus.

2. 1688 duplicated curriculum students and 212 continuing education and other students attended Kimbrell Campus in January. For curriculum, that is down 15% in number of classes and 20% in number of students compared to last January.

3. Kimbrell Campus Writing Center is operational.

4. Other events hosted at Kimbrell Campus.
   b. U.S. Representative Sue Myrick small business luncheon.
   c. Speaker of the NC House Thom Tills town hall meeting.

Faculty Senate – Ms. Melanie Skinner

1. A vacant Faculty Senate seat was filled by Mr. Mark Carver at the October meeting. Mr. Jeremy Railton replaced Ms. Michelle Byrd on the senate since Ms. Byrd was promoted to Dean of Business and Information Technology. Ms. Diane Hagens replaced Ms. Byrd as secretary.
2. The Faculty Senate conducted a survey of faculty regarding the proposed calendar change surrounding the week of July 4th in 2013. According to the results gathered; 53% of faculty want to keep the 3 days off with the week of the 4th of July, 25% want to have the three days off added to the end of May break, and 23% do not have a preference. The Senate will present these results to the calendar committee at the next meeting.

3. The Faculty Senate has identified the division nominees for the Faculty of the Year Award and will be conducting interviews in March.

4. The Health Promotions Committee made a seat for a Staff Senator and a Faculty Senator. Ms. Hagens agreed to represent the Faculty Senate on that committee.

**Staff Senate – Mr. Doug Bradley**

1. Staff Senate Goals and Objectives for 2011-2012
   - Participate in at least two college events.
     - Upcoming commitment to participate in Run for the Money.
   - Collaborate with Faculty Senate.
     - Veteran’s Day memorial service, collaboration with Faculty Senate and Student Government / Student Activities.

2. Staff Senate Constitution Revisions
   - Changes made to reflect term extension for Executive Board members.
   - Revisions made for minor changes.
   - Approved by the Staff Senate and the Executive Council.
   - Next step: Approval by general staff and BOT.

3. General Staff Meeting - February 29, 2012, from 10:00 – 11:00 a.m., in the MC Cafeteria.
   - Review goals and objectives for 2011-2012.
   - Explain Staff Senate Constitution revisions.
   - Provide update on Tobacco Free Initiative (unconfirmed).
   - Address any comments, questions, or concerns from the staff.
   - Provide light refreshments and giveaways!

4. Staff Excellence Award
   - Initial email has been sent to campus.
   - Deadline for nominations is Wednesday, March 14, 2012.
   - Nominations can be made by an individual or a group.
   - Staff Senate will hold interviews for Award on March 30, 2012.
Updates from the Vice Presidents

Academic Affairs – Dr. Don Ammons

1. Arts and Sciences
   a. Textures and Tones – a proposed annual celebration of arts, music, performance, and literature is being planned for April 23-28. This festival would be open to students, faculty, staff, and community members.
   b. The Science and Math Departments have been chosen as a partner in the Community College Undergraduate Research Initiative (CCURI) funded by the National Science Foundation. This partnership will include money for faculty professional development and physical resources for the College.
   c. Pathways Local Management Entity has given three $1000 scholarships for the Human Services program.
   d. Ms. Stephanie Osborne has been named the winner for the NCCCS Teaching Excellence Award!
   e. In November, GC student Ms. Simone Nocher won first place at the NCAMTYC competition.
   f. The Developmental Math Modules will be implemented in the fall of 2013 rather than next fall.

2. Engineering and Industrial Technologies
   a. Mechatronics certificate morphs to a Mechatronics Engineering Technology AAS program for Fall 2012
   b. The Electrical program is starting a Photovoltaic Certificate.

3. Health Education
   a. The Associate Degree Nursing and the Practical Nursing programs have been recommended for full accreditation with the National League for Nursing Accrediting Commission by the evaluation Review Panel. The Board of Commissioners considers final approval this spring.
   b. Hosting an Open House for all pre-health students on March 16 from Noon-2:00 p.m. to help informed career choices.
   c. Hosted the regional competition for Health Occupations Students of the America (HOSA) January 21.

4. Business & Information Technologies
   a. Implementing Web Mobile Application Courses in two IT programs. Planning a certificate in spring 2013.
   b. In the process of planning a regional conference for ACBSP that will be in September 2012.
   c. I-Pad Carts were purchased through a Perkins grant and are introducing up-to-date emerging technologies to students.

5. Cooperative Education

   Career Day will be held on Wednesday, March 7, from 9:00 a.m. until noon with 50 employers.

6. Academic Affairs

   a. Our first meeting with Acalog (online catalog), to begin development of our online catalog, will be on February 27, at 9:00 a.m. There will be approximately ten meetings.
   b. We are working on our response to SACS on the two QEP recommendations. The response is due March 22.
   c. The reinvigorated Learn 4 Life program will have between five and ten students graduating who have completed the requirements.
d. College and Career Promise has been discussed in a joint partnership meeting with Lincoln County Schools and Gaston County Schools; processes are still being developed.

7. Lincoln Campus

a. Cosmetology faculty moved to the new location over the holidays. There are 83 cosmetology students participating in the program. They continue to provide a Salon Clinic for patrons, Tuesday – Saturday. The open house for the Cosmetology School will be held on March 28.

b. The new modular approach of teaching developmental math is being taught at the Lincoln Campus. The new computer lab in the lower level of the Cochrane Building is being utilized as a math lab.

c. A new phone system has been installed, giving better access between campuses with four digit numbers.

d. Gaston College, Lincoln Medical Center and the Lincoln County Senior Center are working along with other community organizations to have a Wellness Fair on March 28, from 10:30 a.m. - 2:00 p.m. for Lincoln County Employees, Lincoln County Senior Citizens, Gaston College employees and students. It will be held at the Lincoln Campus using both the Senior Center and college facilities.

Economic and Workforce Development – Dr. Linda Greer

1. Special Activities/Initiatives

a. Armed Services Vocational Aptitude Battery (ASVAB) Testing was conducted in February, with about 80 Life Skills students participating. The ASVAB includes a multiple-apptitude test battery, an interest inventory, and career planning tools.

b. Four wireless access points have been purchased for the Dalpiaz Building and will be installed soon.

c. The Mid-Winter Early Childhood Conference will be held February 25 in the Robinson Classroom Building on the Dallas Campus.

d. The Teaching and Learning Conference will be held August 8-9 on the Dallas Campus, with over 1,000 teachers, administrators, and staff expected to participate.

e. The College is entering its 4th year of integrating the Career Readiness Certificate (CRC) into the Adult High School and GED programs as a part of the Gaston Career Climb initiative, with over 1,900 CRC’s being issued as part of this program since its inception.

2. Services to Business and Industry

a. The spring semester BLET class started on January 23 with full enrollment of 25 students.

b. The RADAR Recertification class was held February 7 with all 17 students passing the new state exam on their first attempt.

c. Construction began on the classroom building at the Gastonia Police Firearms Training Facility.

d. Three new Customized Training Projects were initiated recently: REPI, Wix/Affinia, and Conitex-Sonoco. The College currently has 12 active projects, with 6 more in the planning stages. There has been an increase in demand for “soft skills” training such as supervision/leadership, communication, and interpersonal skills.

e. The RESTC has confirmed two new companies for industrial fire brigade training, and is currently waiting for confirmation from a third company.

f. The Small Business Center will participate in the Corporate Partnership Initiative, which is a collaboration between the College, Lincoln County Schools, and local Business and Industry.
3. New Courses

a. Gaston College’s Life Skills Department will host a Student Achievement in Reading (STAR) training, a nationally developed professional development opportunity that helps instructors improve reading outcomes among intermediate-level adult learners. STAR evidence-based reading classes have proven effective in increasing educational functional levels of adult students.

b. In March, a Nurse Aide II Refresher, an IV Therapy class, and a CE class for Cosmetology will be offered.

Finance and Facilities – Mr. Bruce Cole

1. Finance

a. FY2011-12 State Operating Budget

i. Overall use of budget pools has provided greater flexibility to Deans and Directors, while simplifying the budget process. Rather than budgeting each expense account, Deans and Directors are given an operating spending pool for the year. The pool provides flexibility to redirect funds from one activity to another. At the end of February operating budget pools should be approximately 66% expended. The overall operating budget pool of $1,908,000 is currently 62% expended. We plan to close out budget pools in mid-May shortly after Purchasing's order deadline.

ii. The Equipment Committee met earlier this month to allocate the remaining equipment funds provided by the State. The initial Committee meeting last September resulted in the successful commitment roughly 80% of the annual equipment budget. The remaining funds are now committed. All checks must be issued before June 30th. If you have approved equipment from the second round committee meeting, the order process needs to start immediately to assure payment can be issued before June 30th.

iii. An E-procurement software transition is planned for the end of the year. The implementation will make processing purchases more difficult toward the end of the year. Purchasing plans to cut off new orders in mid-May as has been the custom in prior years. We may be less able to accommodate exceptions depending on how the transition moves forward.

b. FY2012-13 State Operating Budget

i. Current forecasting models from the System Office predict a funding reduction of two to three percent for Gaston College. The decline in funding is driven by legislative changes and enrollment decreases.

1. The Legislature uses a formula to fund the College system. After calculating the amount of funding that should be provided to the System, they reduce the amount that they actually provide. The amount of that reduction will increase system wide by twelve million dollars for the Community College System next year; Gaston College will absorb its pro-rata portion of the reduction.

2. The College’s funding is driven primarily by enrollment. As enrollment starts to move toward historic levels, funding is expected to decrease.

3. The System Office, along with College representatives, is seeking approval of changes to the 2012-13 budget which could reduce the extent of the funding decrease.
ii. Data collection and review for next year’s budget will begin in March. We will be asking Deans and Directors to review proposed budgets, confirming expected staffing, contractual service needs and total anticipated operating expenses in the past we have set aside funds to address spending in excess of the amount budgeted. Improving the accuracy of our budgets will allow us to reduce the amount of funds held back for unanticipated budget variances. This reduction in the amount held back may absorb a majority of the projected budget decrease next year. We’re going to try to absorb the budget impact by improving the budget allocation process, rather than by cutting department level budgets.

2. Facilities

a. Please welcome Wes Landrum, the College’s new Director of Facilities.
   Mr. Landrum brings a variety of professional experience and education to the position. Mr. Landrum is a Professional Engineer with work experience with companies including ALCOA, AK Steel, Midrex Technologies Inc. and Perigon Engineering. He has worked in a number of roles including supervisor, project manager and Chief-Mechanical Engineer. He has managed teams of 15 to 240 employees.

b. Four major renovation projects are currently underway:
   i. Jerry W. Cochran Science & Technology Lower level
      Cosmetology classes began in January, project is in the close-out phase.
   ii. Lena Sue Beam Early College building
       Renovation project should be completed in late July.
   iii. BLET/Criminal Justice Firing Range Classroom Building
        Construction should be completed before the end of July.
   iv. Radio/Broadcast Production Remodel and Renovation
       Renovation should be completed before the end of March.

c. Two renovation projects are in the planning stages:
   i. CAS testing center
      Design phase of the project should be completed in the next couple weeks.
   ii. Boiler Building – exterior renovation
       Midway through the design phase of the project.

d. One future renovation project just beginning – Center for Advanced Technology

e. Building maintenance and improvement projects:
   Most of the County funded building maintenance and improvement project for the fiscal year are now complete. Additional funding has been requested from the County for a few additional projects this year. Completed projects this year include roof replacements on several buildings.

Student Services – Dr. Silvia Patricia Rios Husain

1. By the Numbers

a. The estimated spring headcount is 5,784 (decrease of 5.8%) and the FTE is 2,362 (decrease of 17%). The final headcount for spring 2011 was 6,223, and the final FTE was 2724.

b. Scholarships applications for the 2012-2013 academic year are being accepted through 3/31. As of 2/13/12, 345 students have applied for scholarships.
c. Persistence and Retention has over 300 referrals to the Datatel Alert system since the beginning of spring. It had 43 students attend at least one of the 17 TEAS/ACT workshops offered 1/9 – 2/10 and 92 Title III students (53 at-risk and 39 highly at-risk) attended a Welcome to GC session in ACA 118 in January.

d. There are currently 138 students enrolled in the TRIO program with six additional students completing paperwork. On Thursday, 2/9, the first Financial Literacy workshop was held for the semester.

e. As of 2/13/12, the Office of Admissions has received 699 applications for the fall 2012 semester, up from 533 fall 2011 applications received at the same time last year. Seventy-seven applications were received for the summer 2012 term compared to 243 received last year at the same time.

f. Dallas Campus Counseling Center had 3,427 visitors between 10/1/11 and 1/31/12.

g. Fifty-nine students, from both Dallas and Lincoln campuses, completed a fall 2011 advising survey; 93% of all respondents agreed/strongly agreed to being satisfied with the quality of advisement from the counseling staff.

h. As of 2/14/12, over $19.1 million in financial aid dollars have been awarded to 4,028 students for 2011-12. Approximately $17.6 million dollars of the funds awarded are from the Federal Pell Grant program.

i. Four hundred-twenty four students applied for spring graduation.

2. Activities and Initiatives

a. The Ask GC Committee met on 1/9/12, with IntelliResponse to update the system.

b. Forty-one Male Minority Mentoring advisors met at CPCC to share ideas, discuss grant budgets, and structure/timeline.

c. The following SGA Activities are scheduled: Lunch With The Big Dawgs - 2/15, 11 a.m.-1 p.m.; American Red Cross Blood Drive - 2/21, 9 a.m.-1:30 p.m.; SGA is going green for Commuter Appreciation Day – 3/16, all campuses; Lights, Camera, Action... Spring Fest is set for April.

d. PARC, Professional Development Committee, and Title III are bringing, “Empowering Students: A Framework of Understanding Economic Diversity” on 3/12/12, at 8:30 a.m. and at 12:30 p.m. in the DBC Auditorium.

e. The Office of Admissions, along with the Office of the Registrar, will implement document imaging very soon.

f. Upcoming recruiting events by the Office of Admission: Gaston County Schools College Expo, Saturday, 2/18; Gaston Young Leaders Campus Tour, Monday, 2/20; AHS/GED Graduation, Thursday, 3/23; NC Science Festival SciVisit, Friday, 4/13 (tentative); College Information Nights, May

g. Counseling Center representatives visited Bessemer City High School’s Early College students and presented on student conduct and transitioning to college. They coordinated College Transfer Day; a total of 30 different colleges and schools attended this event. Conducted a disability services information workshop for faculty/staff as part of a Minority Affairs Committee presentation. Offered a series of stress workshops on the Lincoln Campus; these workshops targeted all curriculum programs. And also provided a specialized workshop for the Practical Nursing program.

h. The Financial Aid Office will be sending out notifications sharing information regarding 2012-13 financial aid changes that will be effective 7/1/12. One change is that colleges can no longer accept a federal tax return. Instead, students selected for verification must provide an IRS tax transcript. In addition, all students must have a high school diploma or GED to qualify for federal aid and can no longer qualify under Ability-to-Benefit or by transferring in six college credits.

i. The Financial Aid Office will begin the 2012-13 email campaign to currently enrolled students reminding them to apply/re-apply for financial aid for the next school year.

j. Executive Council approved changing the cap and gown color to black, effective spring 2012.
Concluding Comments

Dr. Skinner thanked everyone for their continued hard work and closed the meeting.

The next President’s Cabinet Meeting will be on May 8, 2012, in DBC 260.

There being no further business to bring before the Cabinet, the meeting adjourned at 4:50 p.m.

Respectfully submitted,

Mary Ellen Dillon

Mary Ellen Dillon
Recording Secretary