Minutes of the President’s Cabinet Meeting
September 27, 2012
3 p.m., DBC 260

Present:
Ms. Julia Allen  Ms. Jennifer Nichols
Mr. Todd Baney  Ms. Cynthia McCrory
Dr. Terry Brasier  Dr. John McHugh
Mr. Sam Buff  Ms. Savonne McNeill
Ms. Michelle Byrd  Ms. Stephanie Michael-Pickett
Dr. Dewey Dellinger  Ms. C. Michael
Ms. Adele Earls  Ms. Alisa Roy
Mr. John Erickson  Dr. Sharon Starr
Dr. Linda Greer  Ms. Amy Weisgerber (K. Wyont)
Mr. George Hendricks (V. Cox)  Ms. Susan Whittemore
Dr. Joe Keith  Mr. Charles Wilson
Mr. Wesley Landrum  Ms. Heather Woodson
Dr. Karen Less  Mr. Chuck Wray

Absent:
Dr. Don Ammons  Dr. Silvia Patricia Rios Husain
Dr. Rex Clay  Ms. Audrey Sherrill
Dr. Harry Cooke  Dr. Patricia Skinner

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

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

Welcome

Dr. Linda Greer, the Vice President for Economic and Workforce Development/Marketing called the meeting to order at 3:00 p.m. and served as facilitator in Dr. Skinner’s absence. New members to the President’s Cabinet, Ms. Julia Allen, Chief Development Officer/Executive Director of the GC Foundation, and Mr. John Erickson, Director of Persistence and Retention, were introduced and welcomed. The format for the meeting did not include the regular divisional presentations, although reports were distributed, but focused on other topics of current interest. A brief summary of each topic follows.

Topics of Current Interest

Achieving the Dream Update – Dr. Dewey Dellinger

Dr. Dewey Dellinger provided a PowerPoint presentation concerning the College’s plans and activities associated with Achieving the Dream. A copy of the slide presentation will be kept with the minutes. The College is developing a four-year plan that will involve a commitment from both internal and external community leadership to improve student outcomes by studying
data to find gaps that produce barriers to a student’s successful completion of a diploma, certificate, or degree.

The AtD Data Team will analyze and identify data from various sources: IE, CCSSE and NCCBP results. Further discussion of the data will continue at the Student Success Summit on October 30 at the Gastonia Conference Center. Currently, 213 people are scheduled to attend.

Also in October, a team has been identified that will develop a plan for reviewing policies and procedures for their impact on student success.

During January and February, topics and ideas generated, and achievement gaps identified at the Student Success Summit will be narrowed down to two to four areas in which to incorporate intervention strategies. In February and March, specific intervention strategies will be recommended, assessment plans determined, and assessment measures formulated.

The College’s Implementation Plan is due to our Leadership and Data Coaches by April 15 and to Achieving the Dream by May 15, 2013.

**Student Code of Conduct – Ms. Jennifer Nichols**

Ms. Jennifer Nichols provided the President’s Cabinet with a presentation on what the Student Code of Conduct covers and how it works. A flow chart of the procedure to report inappropriate student behavior was provided as was a quick reference sheet with examples of inappropriate behavior; information on prevention, reporting, and contact resources; tips; and what to do when students make threats. The documents presented were drafts and the group was encouraged to provide feedback.

The slides on the Student Code of Conduct presentation covered prohibited actions (these are also in the Student Handbook), who would be responsible for temporary or permanent removal of a student from a classroom or campus, other sanctions that could be imposed, and how to do the reports required. A copy of the slide presentation will be kept with the minutes. Faculty and staff were encouraged to document all inappropriate behavior with “observable” items as a pattern could develop which would make a case for imposing a sanction. Opinion or statements such as, “he appeared drunk,” are not as much help as if the report states, “he had glassy eyes, he slurred his speech, and stumbled.”

Ms. Nichols then provided some scenarios to the President’s Cabinet members for them to decide if a behavior should be reported or not. Discussion ensued. Cabinet members were told to always report student threats to fight or to get a gun.

**Overview of New Emergency Response Guide and Lock Down Guidelines – Mr. Todd Baney and Chief Billy Lytton**

Mr. Todd Baney, Director of Human Resources and Safety, and Chief Billy Lytton, Chief of Campus Police and Security, unveiled the new Emergency Response Guide (which will replace the Crisis Chart currently in use) and provided a video on proper lock down guidelines.
The new Emergency Response Guide has sections that cover bomb threats; concerns about conduct; crime; earthquakes; evacuation guidelines; fire and evacuation survival tips; campus maps; hazardous materials spills and leaks; medical injury or illness; plants, animals, and insect encounters; utility failure; weather; and hostile intruder lock down procedures.

Mr. Baney relayed that all campuses use the same phone number to reach campus security, 6480, and campus personnel may sign up for GC Alert, which is the campus emergency notification system, to receive alerts to any danger posed to GC campus students and personnel. He pointed out that in the guide, listed on the campus maps, are assembly areas for personnel in each specific building in the event of a fire/earthquake or other disaster. Panic buttons are also available to be installed on staff computers, personnel simply need to fill out a Help Desk Ticket to request one.

In the instance that a Lock Down is necessary, Mr. Baney informed personnel that plain language would be used, not codes, and that it would be important to shift authority to law enforcement upon their arrival. He explained the use of the green and red Crisis Cards that were located in the back of the Emergency Response Guides, and explained guidelines to consider before fleeing a hostile intruder situation.

A situational video of lock down procedures was played for the President’s Cabinet to reinforce lock down guidelines. Mr. Baney explained that the first twenty minutes of a hostile intruder situation is the most critical and having a coordinated plan in advance of any situation could produce a much better result.

Mr. Baney and Chief Lytton will provide the Emergency Response Guide and Lock Down Guidelines presentation to any departments or divisions upon request.

**Persistence and Retention – Mr. John Erickson**

Mr. John Erickson, Director of Persistence and Retention, provided an update on enrollment figures for fall 2011 as compared to 2012. He explained that 6-7 weeks ago enrollment had been down 17-20%, and due to efforts within Student Services and other divisions that gap has closed to being down 5.1% in FTE and down 6-9% in headcount. A chart he provided showed clarification of High School enrollment which was impacted due to the implementation of the Career and College Promise program, and relayed the impact on enrollment of students due to Financial Aid Suspension and Academic Alert. Additional figures showed enrollment by location, county, and ethnicity.

Several efforts are being coordinated by the Persistence and Retention department to vigorously address enrollment issues:

- Students referred through Student Persistence and Success Plan (SPSP or Early Alert) are being counseled.
- Many events are being planned for TRIO students.
- The Student Academic Assistance Program (SAAP) is providing financial help to students who qualify to pay for books or other necessities.
- A new Veterans Affairs Specialist position was created to help veterans know what services at the College are available to them.
• The College is partnering with community resources such as the Gaston Battered Women’s Shelter and Katherine’s House to relay what assistance and programs of study are available at the College.

Mr. Erickson further expressed to the group that these measures do help students see what opportunities are available at GC, and realize what services the College offers to help keep them in school.

Friends of Gaston College – Ms. Julia Allen

Ms. Julia Allen, Chief Development Officer/Executive Director of the GC Foundation provided a report on GC Foundation upcoming activities, scholarships awarded, events being planned, and a status on grants.

The Friends of Gaston annual campaign will begin the first week of October. These funds help defray costs for recruitment materials, provide support of GC clubs, and many other campus needs. Ms. Allen also relayed how important support of the Student Academic Assistance Fund is to our students and read several thank you notes from students who were extremely grateful for the help they received. Envelopes with donation information were distributed to the group.

Administration Reports

Human Resources – Mr. Todd Baney

1. Currently, there are nine open positions.

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

3. October 8-9 – Faculty Student Break (College closes at 4 p.m.)

4. October 17 – Annual Flu Shot Clinic will be held from 9 a.m. to 4 p.m. at the following locations:
   a. David Belk Cannon Building (DBC) Room 180
   b. Dalpiaz Student Success Center (DSC) Room 222

5. November 21 – Faculty/Staff Break (College closes at 3 p.m.)

6. November 22-23 – College closed-Holiday

Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. Textiles
   a. Information covering the last four months.
      i. Performed tests for 190 customers, and produced sample polymers, fibers, yarns, and fabrics (woven, knit, and dyed) for 49 customers.
ii. Added 34 new customers.
iii. Had four training sessions for textile customers.

b. Had a tour and seminar for Winthrop University.
c. Sam Buff was on WSGE’s “Glimpses of Gaston College.”
d. Had a summer intern from the NCSU College of Textiles working with us.
e. For the previous fiscal year, our invoiced revenues totaled $1,253,461.

2. The Kimbrell Campus hosted the first Gaston County Schools Summer Institute.
3. Currently have 1811 curriculum students (duplicated) in 91 classes compared to 2045 students in 101 classes for last year. This is a decrease of 11%.

**Faculty Senate – Ms. Susan Whittemore**

1. Faculty Senate held their first meeting on September 18, 2012.
2. All Senate members were introduced.
3. Faculty Senate is in the process of purchasing Survey Monkey; and this will also be made available to the Staff Senate and SGA for their use.
4. Senate members were assigned to Faculty Senate committees.
5. A presentation was made to the Faculty Senate by Ms. Joy Morrow and Ms. Vickie Smith on the new online Job Board for Gaston College.
6. The faculty senate discussed participating in the upcoming Veteran’s Day Celebration.
7. Faculty Senate was introduced to Achieving the Dream, and all faculty were strongly encouraged to attend the October 30th meeting.
8. The next Faculty Senate meeting will be Wednesday, October 17, 2012, at 3:30 p.m. in a location TBA.

**Staff Senate – Ms. Adele Earls**

1. Staff Senate held elections in June 2012; over 135 staff voted. In the past two years, Staff Senate has had more nominees for positions than we have had positions to fill. The 2012-2013 Staff Senate members are:

   Ms. Adele Earls, President
   Ms. Joyce Crumpton, Vice President
   Ms. Melanie Hoyle, Secretary
   Ms. Joy Armour
   Mr. Doug Bradley
   Ms. Sherry Carpenter
   Mr. Josh Crisp
   Ms. Harriet Dameron

   Mr. Ben Dungan
   Ms. Jeannie Horton
   Dr. Karen Less
   Ms. Stephanie Lutz
   Ms. Nichole Malloy
   Ms. Beverly Murphy
   Ms. Christian Smith
   Dr. Linda Greer, Liaison to the
Executive Council

2. 2012-2013 goals were chosen during our August meeting. This year’s goals are very exciting and show great potential for campus-wide initiatives which may become part of Gaston College culture. Our goals are (in no particular order):

   a. Create a centralized training and professional development calendar for the College.
   b. Initiate a customer service campaign by devising ways to acknowledge great customer service to our students.
   c. Create a new staff mentoring program.
   d. Continue to enhance the relationship between Faculty and Staff Senates. Co-host an event with the Faculty Senate.
   e. Host an Open House for faculty and staff to foster networking and departmental knowledge sharing.

3. Staff Senate created two new internal committees:

   a. Staff Development and Training Needs – (This committee merged with the existing Staff Development Day committee.) This committee assists with assessment and development of training needs, preparation for General Staff Meetings, and any other staff development incentives.
   b. Marketing Committee: The primary function of this committee is to promote Staff Senate in as many ways as possible. This may include submissions to Inside Gaston; creating and/or coordinating marketing materials such as brochures, handouts, postcards, bookmarks etc.; assist with Staff Excellence and Nominating Committee endeavors; taking pictures at events; etc.

4. Staff Senate will host its annual General Staff Meeting and Ice Cream Social on Tuesday, October 9, 2012, at 2:00 – 3:30 p.m. in the Myers Center Cafeteria.

Updates from the Vice Presidents

Academic Affairs – Dr. Don Ammons

1. Arts & Sciences

   a. Planning is underway for the second annual Textures and Tones fine arts festival. This event has been selected as the signature event for Gaston College for the 50th anniversary of the North Carolina Community College System. The festival is scheduled for April 15-20, 2013.
   b. The division has been awarded a grant for $5800 from the North Carolina Humanities Council for Celebrando América Latina. The film and discussion series will explore the cultures of Latin America.
   c. This fall, the Division of Liberal Arts and Sciences and the Math Club at Gaston College will host the North Carolina Community College Mathematics Competition for students attending North Carolina community colleges.

2. Engineering & Industrial Technologies

   a. Three Engineering Technology Programs (Civil, Electronics, and Mechanical) have been re-accredited by ABET.
   b. The new Mechatronics Engineering Technology AAS Program began this fall.
3. Business and Information Technologies

Hosted the annual Region 3 ACBSP conference last week in Asheville, NC, with over 140 attendees from 60 plus colleges - Record number of registered members for any Region 3 conference.

4. Health Education

a. The Medical Assisting Program 2012 Freshmen Class was filled with a waiting list.
b. Mr. Jacob Surratt is working with the US National Whitewater Center in Charlotte to offer Outdoor Cycling and Flat Water Kayaking at the center.
c. The Practical Nursing Program has four new full-time faculty members this fall.
d. The Dietetic Technician Program has admitted three students from outside of North Carolina.
e. The Dietary Managers class is being offered at the Kimbrell Campus for the first time this fall.
f. Total Wellness Week is October 15-19.

5. Vice President’s Office

a. Working on incorporating more features into the online catalog.
b. Investigating piloting an online student evaluation of course and instruction with the Business and IT Division.

6. WSGE

a. The Spring Membership Drive was held on May 2 – 14, 2012. The goal was $55,000; the amount received in pledges was $54,100.
b. The Fall Membership Drive will be held on October 24 – November 4. The goal will be $55,000.
c. The Beach, Rhythm, and Blues Festival was held on August 25. Attendance was up, between 850 -1000 people.

7. Lincoln Campus

a. There are 1227 curriculum students enrolled for the fall 2012 semester.
b. The Cosmetology Program was approved for the AAS degree to be offered beginning this fall 2012 term with a total of 97 students.

8. Educational Partnerships

a. CCP - The duplicated headcount for the Career and College Promise program for the 2012 fall semester is 100 in Gaston County and 81 in Lincoln County. This includes public, charter, and home school students.
b. GECHS - The Gaston Early College High School opened on campus on August 20 with 120 students in grades 9-13 (48 – 9th graders, 60 – 10th – 12th graders, and 12 – 13th grade students). Duplicated headcount is 226.

Economic and Workforce Development – Dr. Linda Greer

1. Services to Business and Industry
a. The name of the BioNetwork BioEd Center has been changed to (BioNetwork) Learning Solutions Center (LSC) to reflect its new scope and focus. Current projects include: Engineering Pathways 2 + 2 program with ECU, Wake Tech, and Pitt CC to assist with the instructional design and technology implementation; video releases on topics that include: Micropipetting, Applying a Simple Stain to a Bacterial Culture, Counting Cells with a Hemocytometer, Subculture of a Cell Line, Serial Dilution for cloning, and an overview of the aerospace industry in NC. More information can be found at http://www.youtube.com/ncbionetowrk and http://www.successnc.org/webinars/nc-aerospace-training-future.

b. State approval was recently received for Customized Training Projects (CTP) for Lincolnton Furniture and Actega WIT, and CTP’s in progress include Dixon Quick Coupling and PaCor. Proposals were submitted for the College to be the training service provider for Incumbent Worker Grants (IWG) for American & Efird and RSI.

c. The Fire & Rescue Training program is working with the Japan Research Institute to assist in developing a Nuclear Fire Brigade and training program, with their firefighters to be trained at the RESTC. Enrollments in the program continue to be strong, drawing students from four nearby counties outside of our service area.

d. The Small Business Center will be offering a “Leadership Means Success – Women in Business” seminar at the Kimbrell Campus (KCC 118), October 9, from 11:30-2:30.

e. A new star-rating system is being implemented for Day Care Centers, and Ms. Jackie Ammons will be participating in training related to the new system November 7-9.

2. New Courses

New courses available through Community Education include: Cosmetology: Clipper Cutting; Phlebotomy Refresher; Business Art Tactic Sales; Cake Decorating (Advanced); Modern Dance; and The Writer’s Voices. Two new Curriculum/CE cross classes are available: Walking for Fitness and Dancing for Fitness.

3. Life Skills

a. The Life Skills department hosted a two-day training with Adult Basic Skills Professional Development (ABSPD) from Appalachian State College, August 13-14, with 45 instructors participating.

b. Smartboard technology and the use of I-Pads are being integrated into the Life Skills curriculum to ensure students have an engaging and interactive learning experience.

c. Our Basic Skills program is the only one in the state currently using Web Attendance. Ms. Leah Mackey conducted a statewide Web Attendance training at the Adult High School Coordinators Institute in Raleigh in August 2012.

4. Marketing/Public Relations

a. The PIF is being revised to make it shorter and easier to complete and will be posted to the Intranet. About 100 PIF’s have been completed, and over 35 advertisements have been designed and placed since April 2012. The average turn-around time for the standard PIF is two weeks; larger projects require more time.

b. The library of custom stock photos in Resource Space shows beautiful, professional images of the buildings, people, and programs at Gaston College. Having these photos has proven to be an excellent marketing tool and enhances our print and advertising materials.

Finance and Facilities – Ms. Cynthia McCrory
1. **Finance**

   a. **FY2012-13 State Operating Budget**

      i. The State Board of Community Colleges adopted a $1,352,246,478 budget for FY2012-13. This net budget allocation includes a management flexibility reduction of $83,233,302. The 2012-13 operating budget reports a 1.3% increase over the previous year, an increase of $17,226,387. The FY2012-13 State Operating Budget for Gaston College totals $33,370,130.

      ii. The use of budget pools has provided greater flexibility, while simplifying the budget process. Rather than having a budget for each expense account, Deans, Directors, and Department Heads 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 September, operating budget pools totaling $2,236,430 are 23% expended with 25% of the year complete.

      iii. Please review your budget pools to check year-to-date spending. Lab fee and operating account balances should be visible through Webadvisor. If you cannot view your accounts through Webadvisor, please contact Mr. Mike Stacy at extension 2371.

      iv. The equipment committee received $1.5 million in equipment requests. The committee has approximately $500,000 in funds to allocate. The next Equipment Committee meeting is scheduled for September 27, 2012. After the committee approves the equipment list, a finalized list, including account codes, will be distributed. Please have equipment purchase orders in process before winter break.

   b. **FY2012-13 Gaston County Operating & Capital Budget Update**

      Gaston College requested $4,490,723 for operations for FY 2012-13. The Gaston County Board of Commissioners approved $4,426,923, a difference of $63,800. The approved operations budget funded $110,000 for the increase in utility costs and an additional housekeeper for LSB Early College; a utility rate increase of $41,000; and insurance premium increases of $46,000. The capital budget was not restored to the previous level of $697,259. The County Manager’s recommended capital budget for the college was $453,219. The college may go back in the spring to request additional funding if emergency capital needs are identified.

2. **Facilities**

   a. **Renovation projects currently underway:**

      i. Lena Sue Beam Early College building – project is essentially complete. Punch list items underway, awaiting final inspections and furniture installation. Move in targeted for early October.


   b. **Project in planning/funding stage:**

      Center for Advanced Manufacturing Pharr Trade and Industrial Building renovation - Gaston County Commissioners have given permission to use the remaining bond funds to support either phase of this project. A $2.0M EDA grant was submitted on September 15 and response is
expected in October. We are in the process of submitting information for a $1.0M Golden Leaf Grant. Remaining fundraising from private donations is in progress.

c. Building maintenance and improvement projects:

County funded building maintenance and improvement project priorities have been approved for this fiscal year and include:

1. Myers Center elevator overhaul
2. Fill in sunken seating area in Cafeteria for easier access
3. Replace deaerator tank in Main Boiler House
4. Myers Center former Testing Center conversion to office space
5. Update Building Automation Controls for Rauch and Morris Library

d. Priority list was just approved by Trustees and will commence shortly.

Student Services – Dr. Silvia Patricia Rios Husain

1. Student Services Data

a. The estimated fall 2012 headcount is 5990 (a decrease of 6.9%) and estimated FTE is 2478 (a decrease of 5.1%). The estimated headcount for fall 2011 was 6439 and the estimated FTE was 2611.
b. For the 2012-13 award year, the Financial Aid Office has processed approximately 4400 financial aid awards and submitted 2344 FAFSAs to College Foundation, Inc., for verification. As of September 17, $16.8 million has been awarded from the Pell Grant program to 3,393 students.
d. Between June 1, 2012, and August 30, 2012, the Dallas Campus Counseling Center had 3808 visitors (an increase of 6% over 2011); the Lincoln Campus Counseling Center had 1583 visitors.
e. Ninety-nine out of 105 TRiO students persisted from fall 2011 to spring 2012 for a retention rate of 94%.
f. Fourteen new full-time and 37 new part-time faculty members participated in New Faculty Orientation sessions on August 15; 97% of the participants reported being “very satisfied” or “satisfied” with the format and content of the training. The 14 new faculty members are participating in a pilot mentoring project supported by Title III funds. Twelve experienced faculty mentors will spend at least 16 hours training their new faculty mentees this semester.
g. The Student Academic Assistance Program has awarded $2869.35 so far in emergency assistance for tuition, books, or supplies for fall semester 2012. SAAP awarded $6154.43 during summer semester 2012 to 27 students, of whom 13 graduated and 12 persisted by re-enrolling in fall semester 2012 (a “success rate” of 95%).
h. A total of 419 Student Persistence and Success Plans (early alerts) were submitted and assigned to Divisional Success Coordinators during fall semester 2012. Of those, 262 cases have been closed.
i. During the summer 2012, the Office of Admissions received and processed 5,012 applications through the CFNC online application. This number represents an increase from 4,654 for fall 2011, 4,588 for fall 2010, and 3,546 for fall 2009 semester.
j. During the months of June, July, and August 2012, the Testing staff administered Compass tests to 1,796 students: 487 in June, 712 in July, and 597 in August.
k. Between the months of June and July, The Office of Admissions had 2, 256 registered visitors at the Dallas location.

2. Activities and Initiatives
a. The Financial Aid Office continues to call students whose files are incomplete to offer assistance in receiving financial aid for which they qualify and will host FAFSA Day on Saturday, February 23, 2013, in conjunction with the North Carolina State Education Assistance Authority.

b. Extended registration.

c. IntelliResponse (Ask GC) averages 1,000 + questions per month with a 93% correct answer rate. Responses are reviewed biweekly, broken links have been repaired, and dated/inaccurate responses have been updated.

d. The Student Handbook is in the final stages of updating. The target publication date is September 30, 2012.

e. Voter Registration Drive will be held every Tuesday until October 2, 2012, 10 a.m.-1 p.m. and 5:15 p.m.-7:15 p.m., in the MC Breezeway and RCB picnic areas.

f. Gamma Beta Phi Honor Society Induction Ceremony is November 16, 2012, at 7 p.m., in the Myers Center Auditorium.

g. Inter Club Council (ICC) will meet October 2, 2012, at 1 p.m., in Myers Center Room 216.

h. TRiO students and staff are collecting donations for the bi-annual “No Cost Yard Sale” which will take place in mid-November. TRiO is sponsoring Financial Literacy workshops in conjunction with Wells Fargo on September 24 and 26.

i. Title III is sponsoring a Patrick Henry Community College SCALE Cooperative Learning workshop on October 15 and 16, in DBC 218.

j. Nineteen TEAS/ACT workshops are planned for October and November.

k. The Office of Admissions participated in the 2012 CACRAO Ed-Op Tours for Gaston and Lincoln County High Schools during the week of September 3rd and had 205 prospects ask for additional information about the College. Recruiting and community outreach events are scheduled for fall and spring 2012-13.

**Concluding Comments**

Dr. Greer asked everyone to be sure to review the meeting dates listed at the bottom of the agenda, thanked the speakers for their presentations, thanked everyone for attending, and adjourned the meeting.

The next President’s Cabinet Meeting will be on January 31, 2013, in DBC 260.

There being no further business to bring before the Cabinet, the meeting adjourned at 4:35 p.m.

Respectfully submitted,

*Mary Ellen Dillon*

Mary Ellen Dillon
Recording Secretary