Minutes of the President’s Cabinet Meeting
May 10, 2011
3 p.m.
DBC 170

Present:
Dr. Don Ammons
Mr. Orlando Angeles
Ms. Sylvia Bajorek
Mr. Todd Baney
Dr. Terry Brasier
Ms. Michelle Byrd (for Dr. Betsy Jones)
Dr. Rex Clay
Mr. Bruce Cole
Dr. Dewey Dellinger
Dr. Linda Greer
Mr. Ralph Huddin
Dr. Silvia Patricia Rios Husain

Dr. Joe Keith
Ms. Brenda Kincaid
Dr. Karen Less
Officer Billy Lytton
Ms. Savonne, McNeill
Ms. Stephanie Michael-Pickett
Ms. Peggy Oates
Ms. Alisa Roy
Ms. Melanie Skinner
Dr. Sharon Starr
Mr. Chuck Wray
Ms. Wanda Wyont

Absent:
Dr. Harry Cooke
Mr. Virgil Cox
Ms. Audrey Sherrill
Ms. Rosalind Welder
Mr. Charles Wilson
Ms. Heather Woodson
Ms. Kimberly Wyont

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

Ms. Alisa Roy was welcomed and introduced to the Cabinet as the new Registrar. Dr. Skinner thanked Mr. Huddin, VP for Finance, Operation, and Facilities (VP-FOF), for his nine years of service and wished him well in his retirement. His leadership with several building and renovation projects, and various maintenance projects was noted and applauded.

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

Administration – Dr. Skinner

1. Transition Plan

An Interim Transition Plan, due to the vacancy that will be created by the retirement of the current VP-FOF, will go into effect on June 1, 2011. An organizational chart was distributed by Dr. Skinner that reflected interim reporting duties for the departments/employees that are involved. Dr. Silvia Patricia Rios Husain will oversee management of Accounting Services, the Bookstore, Food Services, Facilities Management, and the Administrative Assistant for the VP-FOF office. Dr. Don Ammons will oversee Technology Services. Mr. Todd Baney will oversee Campus Police and Security.
2. Performance Measures

All Performance Measures were met last time; however, GC did not meet the criteria for exceptional performance in the *Performance of College Transfer Students* category. Dr. Skinner did not see this as fair since we were compared to university students. Dr. Skinner is chairing a subcommittee on Performance Measures to make changes in the areas of graduation, student retention, and employment. The College Transfer Students criteria will also be addressed in the committee’s review.

3. Education Lottery Scholarship Information

Amendment 44 to House Bill 200, the just-passed House version of the 2011-13 budget, eliminated the funds that provide Education Lottery Scholarships (ELS) for our community college students. It is hoped these funds will be restored. ELS provides about half of the State-supported need-based aid to community college students. Just under half of the ELS scholarship recipients and over 40% of the Education Lottery Scholarships, eliminated by the House budget, are awarded to community college students. Dr. Skinner advised all Cabinet members to contact their Legislators.

4. State Budget Priorities

Dr. Skinner provided an update of where the budget currently stands and which proposals we need to encourage our Legislators to support. These include:

- Support House Proposal on Enrollment and Equipment Growth
- Eliminate the $8.5M cut to the Institutional Support formula
- Preserve current Multi-Campus Funding level for colleges
- Restore funding for Education Lottery Scholarship program.
- Provide flexibility in demands on reports

GC is not looking at any lay-offs at this time; our spending has been conservative in the past, and that will serve us well despite cuts in the budget.

**Development – Ms. Sylvia Bajorek**

1. Foundation

   a. Hired the Granzow Group to invest $4.4M in Foundation endowment funds.
   b. Received $2,011,344 so far this year.
   c. Received nearly $5K for the Student Academic Emergency Fund through the Community Foundation of Gaston County’s Run for the Money.
   d. Received $12,361 for The Friends of Gaston College Annual fund 2011/2012
   e. Added Caromont and Sundrop as co-sponsors to the WSGE’s first Beach, Rhythm & Blues Festival on August 27; each provided gifts of $5K.

2. Marketing/PR

   a. Developing next issue of *Inside Gaston* which will be distributed in June.
b. Working on 2011/2012 catalog, Textile Technology brochures and ads, and other projects.

c. Working with Student Services on recruitment brochures, post cards, posters, retractable banner, etc… for iVisits, College Information Nights, and general recruitment.

d. Continuing to initiate cable screens (100 to date), brochures, news releases, ads, bookmarks, and other promotional materials for a variety of programs, and events for all campuses.

3. Grants

   a. Awaiting notification from the Department of Education TRiO Talent Search, Dollar General Literacy Foundation, the Department of Labor Trade Adjustment Assistance Community College and Career Training concerning grant approvals.

   b. Developing or considering grant proposals for a Department of Justice COPS grant, CPB Digital Radio Conversion Fund, National Science Foundation, Department of Education GEAR UP, and the Duke Energy and/or Golden Leaf Foundation.

Human Resources – Mr. Todd Baney

1. 2010 - hired 72; 2011- hired 19.

2. Currently 21 positions are open.

3. The summer flex schedule (M – TH, 10 hrs/day) will begin Monday, May 16, with August 12 as the last Friday scheduled off.

4. The College will be closed Monday, May 30, for Memorial Day.

5. There was a great turnout for the Benefits event, and Mr. Baney thanked everyone for attending.

Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. To date, the invoiced revenues total $904, 898.

2. The Textile Technology Center’s funding is currently included in the state budget with a 10% reduction.

3. We have had five training sessions for textile customers, performed 91 tests for customers, produced 34 sample yarns, woven and knit fabrics, and participated in the Textiles Day at the State Legislature.

4. In April, we had 2,145 duplicated curriculum students and 536 Continuing Education and other students. Approximately 50% of the students take online classes.

SACS Update – Dr. Dewey Dellinger
1. Compliance
   a. The Compliance Certification was sent to the Commission of Colleges and to the Off-Site Team in early March. It is currently being reviewed collectively in Atlanta.
   b. Results of their preliminary findings, if any, should reach us by the end of May or the first of June. Each compliance item will be marked either, In Compliance or Non-Compliance.
   c. For Any Non-Compliance issues, GC will have until August 8 to prepare a Focused Report addressing those items.

2. QEP
   a. The QEP Implementation Team recently completed a second draft of the QEP. Readers are currently reviewing it, and their suggestions/edits will be incorporated into the final document.
   b. The QEP will be sent to SACS and the On-Site Visiting Team by August 8, 2011.
   c. The kick-off for the QEP is August 19; Ms. Heather Woodson is chair of the QEP Kick-off committee.

Faculty Senate – Ms. Melanie Skinner

1. Would like to improve communication between faculty and administration, faculty and staff, and faculty and students.

2. Would like to play a part in assuring that all faculty members, current or new, have equal orientation regarding GC’s Policies and Procedures.

3. Would like to be a liaison between faculty and administration by taking all faculty concerns seriously and addressing them through proper channels.

4. Would like to complete the Survival Guide, a how-to for all Faculty members, for the fall semester.

Staff Senate – Dr. Karen Less

1. Staff Development
   a. 16 staff members attended Introduction to Lean Office in February.
   b. Would like to do a cross-campus Lean Office staff development activity.

2. Participation in Two College Events
   a. Several senators and staff members participated in Gaston Pride Tours.
   b. Several senators participated in Run for the Money.

3. Staff Excellence Award
   a. Received four nominations for the Staff Excellence Award.
   b. Ms. Deborah Sigmon was selected as winner.
   c. Work on the state nomination will begin in early fall.
4. Staff Senate Elections

   a. Staff Senate is looking for potential senators.
   b. If you are interested in running for a senate seat, or know someone who might be, contact Doug Bradley (6288) or Ben Dungan (2233) for information.

Updates from the Vice Presidents

Academic Affairs – Dr. Don Ammons

1. Engineering and IT Division

   a. Another Truck Driving class has graduated.
   b. Three instructors are in training for “green” certifications and a nuclear technology certification.

2. Health Education

   a. The New Health and Fitness Science program will start in fall of 2011.
   b. We are awaiting word from the Department of Labor regarding the grant for the physical therapist and occupational therapist programs.
   c. The Associate Degree Nursing and Practical Nursing programs will have their National League for Nursing Accrediting visits in October 2011.
   d. We are hiring a part-time person in order to have extended hours in the Fitness Center.

3. Liberal Arts and Sciences

   a. The Visiting Writer’s Series, hosted Cathy Smith Bowers, North Carolina’s Poet Laureate on Tuesday, April 12.
   b. The Writing Center has hosted three poetry reading events this semester.
   c. The Western Regional Conference for NCADE was held at GC on April 8, at the Dallas Campus. It received rave reviews.
   d. The Developmental Education department at GC was recently notified by NCADE that they are receiving the Outstanding Developmental Education Program Award for 2011.
   e. The Social and Behavioral Sciences department was asked by UNC-TV to screen a documentary, Freedom Riders, before its air date in May.
   f. The GC math team placed 11th overall out of 31 teams in the Gainesville State College Undergraduate Math Competition on April 2. Great for their first time!
   g. The Broadcasting and Production Technology department hosted a Student Media Festival and open house on May 4. Prizes were awarded for outstanding work.
   h. The Art and Music department hosted a reception for the annual student juried art show in the Beam Gallery. Also, in the Rauch Gallery a reception for the art show, Wallpower, was hosted on May 5.

4. Lincoln Campus
The funding for the College Tech Prep program has been eliminated by Congress; however, we are still responsible for tenets of Tech Prep such as articulation agreements, programs of study, and contextual learning.

b. The Cochrane building will be closed this summer for construction on the lower level for the Cosmetology program.

c. The new parking lot is underway.

5. Academic Affairs

a. The Learn 4 Life program will be restarting in the Fall. It is an “honors” program that requires four substantial learning activities beyond program requirements.

b. For 2011-2012, Huskins, Dual Enrollment, and Learn & Earn Online will follow the same rules as 2010-2011 (STEM only), except that LEO students will no longer get allocations for texts and fees.

Economic and Workforce Development – Dr. Linda Greer

1. Special Activities/Initiatives

a. The Division sponsored three Lean Office professional development classes and a two-day Kaizen Event with 16 participants. 78 GC employees have taken advantage of these no-cost professional development opportunities.

b. In partnership with the City of Gastonia, the CJA will have access and scheduling control over the new firearms range. Plans are in progress to build a classroom facility next to the range.

c. The EMS program is preparing for national program accreditation. The Self-Study is being prepared for submission in early September.

d. The new fuel delivery and storage system for the RESTC should be completed by mid June.

e. The first ESL Hybrid class, with 25 students, was a success; the next level ESL Hybrid class is currently in development and will be offered during the summer.

f. Gaston College Day was held on May 2-3, in the Pearson Life Skills building, with seven programs participating to an effort recruit graduating AHS/GED program students.

g. Two BioNetwork BioForum webinars were held during Spring 2011.

   i. Applying Marine Sciences on the North Carolina Coast

   ii. Viticulture and Enology: NC’s Grape Growing and Winemaking Industry

2. Upcoming Events

a. JobsNOW classes in Welding and CNA I will be offered this summer.

b. GC will host a Financial Aid Workshop in June. The NCCCS Office will cover the cost of instruction and training materials.

c. Camp Discover will be held in July 2011.

d. The Teaching and Learning Conference will be held on the Dallas Campus in August 2011.

e. The Mid-Winter Early Childhood conference will be held at the Dallas Campus in February 2012.
Finance and Facilities – Mr. Ralph Huddin

1. Facilities
   a. Lena Sue Beam Building renovation and expansion for Early College has progressed. Final Construction documents have been completed and are being submitted to the State Construction Office for their final review. Bid advertisements should be placed this month, and bids are due in June.
   b. Construction bids were opened on March 1, 2011, for work on the Jerry Cochrane Building; Crescent Construction was awarded the bid. Construction will take place during the summer semester.
   c. The Lincoln County officials have agreed to fund paving of the vacant lot across the street from the Lincoln Campus. It should be completed in July.
   d. College personnel have been working with the architect for small projects in the CAS Building. Some of the work will be done in-house; other projects will be bid out.
   e. The College and the City of Gastonia are working collaboratively to finalize plans for the College to manage and schedule the new firing range at Rankin Lake.

2. Budget and Finance
   a. The House has completed its preliminary round of work on the state budget, and the Senate will now make their recommendations. All of the news is not good, it looks like we will incur a 10% reduction in funds for the Textile Technology Center.
   b. The Business Office staff has been working diligently to process equipment and other requests since there is still some budget left for the current year.
   c. Tech Services has been working at upgrading the equipment and infrastructure on all three campuses.
   d. The Document Imaging Committee is working hard and hopes to have this project move forward in the near future.
   e. Campus Police, Tech Services, and Purchasing are currently working on the bid for surveillance cameras on the Kimbrell and Lincoln Campuses. When that is completed, an upgrade to the Dallas Campus is planned.

Student Services – Dr. Silvia Patricia Rios Husain

1. By the Numbers
   a. There are 872 graduates this year; 546 for the spring term.
   b. FTE is down 22% compared to last summer; the head count is down 20%.
   c. Financial Aid applications for 2011-2012 were up 32% at the end of March and remained up 15% at the end of April compared to 2010-11 for the same period last year.
   d. Over 400 at-risk and highly at-risk student contacts have been made this semester.
   e. As of May, 2011, the number of applications received for fall 2011 was 1135, which was down from 1375, or 17%, from the same time period last year.
2. Activities and Initiatives

a. Final grading and 10% online attendance reports will be processed online effective with the summer term.
b. The Auditing Courses Policy 4-9 will be put back in place. Auditing students must be processed by the end of the drop/add period.
c. The Testing Center Committee is working with the architects to design a layout for the second floor of the CAS building.
d. The Financial Aid Staff attended NCASFAA Spring Conference 2011 during April where they received numerous federal regulatory changes and updates.
e. An On-Site Department of Education Program Review for Financial Aid is scheduled to begin June 6, 2011.
f. Recruiting activities will include College Information Nights on all three campuses and campus tours on the Dallas Campus each Thursday at 10 a.m.
g. The Office of Admissions will begin scheduling Compass Placement Test appointments via the new online Appointment Plus software. On June 2, the Appointment Plus schedule button will appear on the confirmation page students receive when they submit their application online.

Concluding Comments

Mr. Huddin thanked his financial and operational teams for all their hard work and Dr. Skinner for her leadership through the years he has been with GC. Dr. Skinner asked for a round of applause for Mr. Huddin and wished him well in his retirement.

Dr. Skinner then thanked everyone attending for their hard work.

The next President’s Cabinet meeting has not been confirmed at this time.

There being no further business to bring before the Cabinet, the meeting adjourned at 3:45 p.m.

Respectfully submitted,

Mary Ellen Dillon

Mary Ellen Dillon
Recording Secretary