Minutes of the President’s Cabinet Meeting  
February 22, 2011  
3 p.m.  
DBC 170

Present:
Dr. Don Ammons  
Ms. Sylvia Bajorek  
Mr. Todd Baney  
Dr. Terry Brasier  
Ms. Michelle Byrd (for Dr. Betsy Jones)  
Dr. Rex Clay  
Mr. Bruce Cole  
Dr. Harry Cooke  
Mr. Josh Crisp  
Dr. Dewey Dellinger  
Mr. Ralph Huddin  
Dr. Silvia Patricia Rios Husain  
Dr. Joe Keith  
Ms. Brenda Kincaid  
Dr. Karen Less  
Ms. Savonne, McNeill  
Dr. Jesus Medina  
Ms. Audrey Sherrill  
Dr. Sharon Starr  
Mr. Jeff Switzer (for Virgil Cox)  
Ms. Rosalind Welder  
Ms. Heather Woodson  
Mr. Chuck Wray  
Ms. Kimberly Wyont  
Ms. Wanda Wyont

Absent:
Mr. Orlando Angeles  
Mr. Virgil Cox  
Dr. Linda Greer  
Dr. Betsy Jones  
Officer Billy Lytton  
Ms. Stephanie Michael-Pickett  
Ms. Peggy Oates  
Registrar  
Mr. Charles Wilson

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

Administration – Dr. Skinner

1. State Budget

Dr. Skinner advised the Cabinet of the current situation concerning the state budget. She reassured them that this was just the first round and hopefully things would change. But at the current time, funding for the Textile Technology Center at the Kimbrell Campus has been eliminated. Dr. Skinner convened a strategy meeting to make plans to solicit support from legislators to restore the funding.

The House and Senate are working together on this budget. Dr. Skinner, the Board of Trustees, Mr. Huddin, Dr. Keith, and Mr. Anderson have sent letters, made calls, and enlisted state textile officials to visit the legislators to let them know the importance of restoring the funding to the TTC. Direct conversations have been held with Senator Forrester, Representative Rhyne, Senator Clary and many others to garner support for the return of funding for the Textile Technology Center at Kimbrell Campus.
Additionally, other strategies may be employed by the state to balance the budget such as an increase in tuition, reduction in management flexibility, employees to pay a portion of their health care, and an incentive program for early retirement.

2. Federal Budget

The federal budget news is worse. As of March 4, there will not be an existing budget for federal programs, but it is hoped a continuing resolution is passed.

3. Performance Measures

All Performance Measures were met last time. Dr. Skinner is chairing a subcommittee to make changes in the areas of graduation, student retention, and employment.

4. Developmental Task Force

Dr. Don Ammons is on the Developmental Task Force subcommittee. This will mean major changes to how classes are offered at the college, particularly in math. Classes such as Math 50, 60, 70 and 80 are currently being rearranged into modules. This would allow for diagnostic, prescriptive, and multi-exit classes for students.

5. Houston Summit

Dr. Skinner will attend the Houston Summit: US Department of Education’s Community College Regional Summit on Wednesday, March 9, in Houston, Texas. This is an important educational summit based on the first summit held by President Obama. It will focus on “successful practices,” and it is an honor to be one of 150 participants chosen.

Development – Ms. Sylvia Bajorek

1. Foundation
   a. Received gifts to establish two new endowed funds: The Marischa Cooke Vet Tech Scholarship, and The Mary Lee Aleman Nursing Scholarship.
   b. $9,326 has been received for The Friends of Gaston College Annual Fund 2011/2012.
   c. Participating in the Community Foundation of Gaston County’s Run for the Money9. Dr. Jesus Media is coordinating walkers/runners. Ms. Jackie Ammons is coordinating the booth.
   d. Coordinating WSGE/s first Beach, Rhythm & Blues Festival on August 27, 2-8 p.m. on the Dallas Campus.

2. Marketing/PR
   a. Developing next issue of Inside Gaston which will be distributed April 1.
   b. Working on 2011/2012 catalog, college calendar and Male Mentoring newsletter.
   c. Working with Admissions/Enrollment management on new recruitment campaign called “iVisit.”

3. Grants
a. Received the WSGE Community Service Grant from the Corporation for Public Broadcasting ($69,875).
b. Received The Belk Foundation Grant for the Writing Center (($96,000).
c. Received the Undergraduate Research grant for professional development from Council ($3,000).

Human Resources – Mr. Todd Baney


2. Currently 7 positions are open.

3. The 6th Annual Employee Benefits Fair will be held on Wednesday, March 30, from 10A-2P in the Robinson Classroom Building, Room 126.

Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. To date, the invoiced revenues total $581,895; it is hoped to hit one million this year. Totals were $50k the first year of operation.

2. The Textile Technology Center’s funding has been eliminated from the governor’s budget. It is early yet, and it is hoped legislators will convince the governor to reinstate the funding.

SACS Update – Dr. Dewey Dellinger

1. Compliance

   a. Faculty Rosters for Fall 2010 are nearing completion. Human Resources has assisted where necessary to verify credentials and upload them to the Compliance Assist website.
   b. A review of the links and two complete edits of the compliance narratives have been done.
   c. Significant revisions/additions have been done to the compliance items; final revisions are due February 25.
   d. Materials should be mailed by March 8.

2. QEP

   a. The QEP Implementation Team is revising the QEP. The focus will remain the same, but it will be narrowed by focusing primarily on course design.
   b. A challenge recently uncovered relates to the inconsistency of measuring student learning outcomes between seated and online classes.

Faculty Senate – Dr. Jesus Medina
1. Designed a blackboard site to contain the minutes (back to 1974) of meetings which is accessible by all faculty.

2. Will participate in Run for the Money9.

3. Will host *Coffee with A Colleague*, an event to promote GC as the school of choice to local high school educators, in spring 2012.

4. Identified the division nominees for the Faculty of the Year Award, and will conduct interviews in March.

5. Working on a Welcome Packet for New Faculty Senators.

6. Working on a Survival Guide, which is a basic how-to, for new and existing instructors. Possibly available by June 2011.

7. Rotating Faculty Senate Meeting locations to include all three campuses to promote better unity among the faculty.

**Staff Senate – Dr. Karen Less**

1. Staff Development
   
   a. Sponsored session of Lean Office with 16 participants.
   
   b. Developed staff development activity based on Lean Office for Spring 2011.

2. Participation in Two College Events
   
   a. Several senators and staff members participated in Gaston Pride Tours.
   
   b. A Senator, Doug Bradley, will participate as a runner in Run for the Money9.

3. Staff Excellence Award
   
   a. Initial e-mail to go out February 21, with nominations to Dr. Skinner or appropriate VP by March 25.
   
   b. Staff Senate to make selection on April 14, with award given out at Employee Appreciation/Recognition Event on April 27.

4. Elections in June
   
   a. Staff Senate is looking for potential senators.
   
   b. If you are interested, or know someone who might be, contact a current senator.

**Updates from the Vice Presidents**

**Academic Affairs – Dr. Don Ammons**
1. Lincoln Campus is off to a good start with 127 curriculum classes and 2,494 (duplicated) and 1,253 (unduplicated) students enrolled.

2. ACHR and the Electrical program have expanded their curricula to include courses that integrate energy efficiency, green/sustainability materials.

3. After the January Veterinary Technology exam, the program had a 100% pass rate. The Practical Nursing program had a 97% passing rate on NCLEX-PN for 2010.

4. A Veterinary Assistant course for the NC Learning Objects Repository has been developed by Melanie Skinner and Dr. Angela Dilillo.

5. The QEP Implementation Team met with Dr. Barry Goldstein, SACS Commission of Colleges staff member, and Dr. Nancy Cooley, President of the Open College, Florida State College at Jacksonville for input on modifications to the scope and direction of QEP.

6. Funds have been awarded by the Council of Undergraduate Research for Ms. Ashley Hagler, Ms. Melissa Armstrong, Mr. Bill Burgin, and Ms. Heather Woodson to attend the workshop, “Developing Undergraduate Research at Community Colleges: Tapping the Potential of All Students.” This is in preparation for a divisional initiative to add undergraduate research as an option for students in liberal arts and sciences.

**Economic and Workforce Development – Dr. Linda Greer**

1. Public Safety Training
   a. Due to an addition to the existing driving track, off-road recovery training for police officers will be offered as part of our monthly in-service training program.
   b. The Department for EMS Education is in the initial planning stages to apply for national accreditation through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).
   c. The Spring 2011 NC Breathing Equipment and Firefighter Survival School will be held March 7-11 with 60 students from across the state in attendance.

2. Life Skills
   a. Gaston College is one of four community colleges piloting the National Career Awareness curriculum.
   b. The Student Achievement in Reading (STAR) class will begin March 7, 2011. This program assists readers below the 6th grade level to persist in building their reading skills in order to qualify for admission to AHS or GED programs.

3. Corporate Education
   a. Training requests continue to increase in Corporate Education, and continued training is offered for 11 companies through Customized Industry Training funds.
Finance and Facilities – Mr. Ralph Huddin

1. Facilities
   a. Robinson Classroom Building was completed; only minor issues to work through.
   b. Lena Sue Beam Building renovation and expansion plans are complete and are currently being reviewed by the State Construction Office in Raleigh.
   c. Advertisements for general contractors to bid on the lower level of the Jerry W. Cochrane Building on the Lincoln Campus have been placed. A pre-bid meeting has been conducted, and the bids are due on March 1, 2011.
   d. The Lincoln County officials have agreed to fund paving of the vacant lot across the street from the Lincoln Campus. There is an issue concerning the right of way on the property with the CSX Railroad; this may mean a loss of 28 spaces.
   e. The Board of Trustees has approved the architect selection for minor renovation projects; plans will be moving forward for activities in the Craig Building.

2. Budget and Finance
   a. The Governor of NC has issued her recommended budget for the 2011-13 biennium. The news was not as good as what was hoped for; we will continue to share the budget information as it becomes available.
   b. First round urgent equipment requests have been approved and initial equipment requests for the Robinson Building were completed out of the current year equipment allocation.
   c. Checks (Pell Grants) will be mailed earlier than scheduled due to improvements in the disbursement process by the Business Office and Financial Aid staffs.
   d. The bookstore lines were dramatically improved this January due to changes implemented by the Bookstore, Business Office and Financial Aid Offices for recipients of financial aid.
   e. Campus Police and Tech Services work to improve our notification system and camera surveillance projects.
   f. The State has decided to change our e-mail system to Microsoft Exchange.

Student Services – Dr. Silvia Patricia Rios Husain

1. FTE is down 3.5% compared to last spring; the actual head count is up 8%.

2. During January and February, a total of $929.13 was granted from the Academic Emergency Fund for book and tuition assistance, and academic supplies.

3. Counseling staff met with 11,238 potential/current students in 2010.

4. A total of 8,737 students were tested in 2010. This is 542 more students than 2009.

5. As of February 16th, 709 students have applied online for 2011-2012 scholarships.
6. The year-end Title III Evaluation Report was received. Ms. Kerns states, “Gaston College made excellent progress in the first year of the Title III project to set the stage for a successful five-year Project.”

7. Men of Excellence (MOE): Minority Male Mentoring Program was evaluated by the NCCCS Evaluator on January 26.

8. Gamma Beta Phi Induction Ceremony will be held March 18, 5-9 p.m., in the Myers Center Auditorium.

9. SGA members attended the N4CSGA Divisional Meeting at Haywood community College and participated in the Open Door Soup Kitchen: Community Service Project on February 18.

10. The Office of Admissions has set the Spring College Information Nights for April 5, 6, and 7 from 6:30-8:30 p.m. at the Dallas, Kimbrell, and Lincoln campuses.

11. The Office of Admissions will participate in a FAFSA Day sponsored by Gaston Together from 9 a.m. – 1 p.m. at Union Road Church of God on Saturday, February 26.

12. The Office of Admissions in collaboration with each college Division will host 200 Lincolnton High School students on campus for the first “iVisit” day from 8-11:30 a.m., Tuesday, March 8. iVisits are in the plans for April for Hunter Huss High School and West Lincoln High School.

13. The Financial Aid staff will attend upcoming workshops to prepare for the Direct Loan implementation effective July 1, 2011.

Concluding Comments

Dr. Skinner thanked everyone for their hard work. Mary Ellen Dillon was introduced as the new Executive Administrative Assistant in the President’s Office. A special thank you was given to Ms. Sylvia Bajorek and Mr. Peter Szanton for their work on obtaining grants.

A reception for Dr. Skinner celebrating her award as NCCC President of the Year will be held April 5. Details will be sent out in the future. The next President’s Cabinet meeting will be on May 10, 2011.

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

Respectfully submitted,

Mary Ellen Dillon
Recording Secretary