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

1. **Administration – Pat Skinner**

   - Gaston College’s new Controller, Bruce Cole, was introduced to the Cabinet.

   - Governor Perdue spoke to the Educational Governing Boards Joint Session on January 13. The focus of Governor Perdue’s message was no more remediation. K-12 should be working with colleges on more alignment and compatibility. After high school, students should be ready for college or the workplace. The graduation rate from high school is at 71%. The graduation from community colleges and universities will need to increase in order to innovate and affect the economic future of North Carolina.
• The winter meeting of the North Carolina Association of Community College Presidents (NCACCP) will meet at Pitt Community College January 20-22. One of the discussion points will be supporting tobacco-free colleges in NC. There are currently 8 or 9 community colleges smoke free.

• The System Office was contacted recently about the College imposing on the academic freedom of students by asking them to turn in their exams to the deans’ offices. Faculty and students are encouraged to research the College’s policies and procedures or go through the chain of supervisors before going outside the College for clarification. The College owns the curriculum and has the right to conduct quality control if grades are contested.

**Development – Sylvia Bajorek**

• Coordinating the promotion of the James Biggers and Friends Art Exhibit.

• Coordinating college’s participation in Community Foundation’s Run for the Money8. Funds raised will go to the Student Academic Emergency Fund.

• Working on the 2010/11 Gaston College Catalog with a May completion date.

• Hired Peter Szanton as Director of Grants & Special Projects.

• Prepared and printed 4,000 Foundation newsletters in December. Third issue to be mailed in late February/early March.

• Assisting WSGE with record keeping and acknowledgements as well fundraising in support of the station. Preparing to hire a temporary fulltime Development Associate Position which will focus on major gifts and underwriting for the station.

• Received a $5,000 Duke Energy Engineering Scholarship. Internships at Duke Energy will be made available to recipients during the course of their study at Gaston College.

• Continuing to develop promotional materials for a variety of upcoming programs and events.

• Adding donor and scholarship criteria information into the software Student Services ordered to enable students to apply for Foundation scholarships online.
• Moving forward with a partnership with Constant Contact Emailing Marketing to enable us to send updates on college activities and events.

**Foundation Gifts**

• Fifty-six donors have contributed a total of $12,070 to the Friends of Gaston College annual giving campaign.

• The Foundation will be receiving a check from the Sallie Nixon estate for $375,000.

**East Campus & Textile Technology Center – Joe Keith**

The East Campus hosted a community blood drive.

**Textiles**

• Performed 81 tests and produced 28 sample yarns, woven and knit fabrics for customers.

• Hosted one textile conference.

• Invoiced revenues total $374,493.

**Classes**

• Currently, have 49 curriculum classes compared to 31 during fall semester.

**Library**

• Increased hours on Monday-Thursday from 10 a.m. until 7 p.m., and on Friday from 8 a.m. until 1 p.m.

**Bookstore**

• All furniture has been installed – need staff and books.

**Human Resources – Todd Baney**

• Twenty people were hired over a 6-week period.

• There were 11 retirements and resignations.

• The Performance Appraisal form has been reviewed by the Executive Council. The form will be finalized soon.
• The Child Care Center has been the focus for the past year. Enrollment has been below expectations and revenue has been down making it difficult to sustain operation. The College has been approached by another reputable Child Care Center to form a partnership. The College is continuing to look at a long-term plan for the Center.

Dr. Skinner thanked Todd Baney, Ralph Huddin, and Stephanie Michael-Pickett for their work and contributions with the Child Care Center.

2. Updates from Faculty and Staff Senate

Faculty Senate – Judith Porter

• Beginning process to select Gaston College Faculty of the Year. Winners of the Divisional Instructors of the Year:
  o Lori Metcalf, Arts and Sciences
  o Phyllis Fujita, Health Sciences
  o Keith Lackey, Industrial
  o Leslie Martin, Business and Information Technology

• Bob Blanton’s Study Tour will go to Peru June 11-19. This is a joint adventure between Gaston College Study Tours and Gastonia Sister Cities, Inc.

• Lori Metcalf is the chair of a new department within the Arts and Sciences Division. The new department includes the following:
  o Broadcasting Production Technology
  o Criminal Justice
  o Early Childhood Education
  o Paralegal Technology
  o Psychology
  o Human Services Technology

• Part-time sociology instructor, Don Killian and former Gaston College history instructor, Dr. Joseph Hester, have a book coming out this spring, entitled Values, Morals, and Civility: Seeking Community in a Divided World.

Staff Senate – Kim Watson

• A survey was conducted in December to determine interest in a Faculty and Staff Family Day. Overall, 130 responses were received, 64% were favorable. Faculty and Staff Senate representatives will be meeting to discuss next steps.
• The Staff Excellence Award nomination timeline will be communicated in February.

• Staff Development Day is planned for March 3, 2010, in the DBC Health Education Institute Auditorium. Two sessions will be offered. Sessions will include a technology presentation and stress management. Sessions were determined based on survey results from 2008-09. Registration will be announced by January 29, 2010.

• Staff Senate will participate in the College’s Tobacco Free Initiative, Open House and Run for the Money.

• Staff Senate is planning to recognize and welcome new staff members with a card signed by all Senate members and a coupon for a complimentary gift. Once the card has been designed, the committee will work with Human Resources to identify new staff members.

• Constitution and By-laws, meeting minutes, and a list of Senate representatives can be accessed on the Staff Senate intranet page.

3. Updates from Vice Presidents

Student Services – Silvia Patricia Rios-Husain

• Estimated spring headcount is 6459 and FTE is 2796.

• 2,478 admission applications have been received for spring 2010, a 5% increase from spring 2009. As of today, 252 applications have been submitted for summer 2010 and 370 applications for the fall 2010. 2,208 applications were received via the CJNC online for spring 2010.

• Counseling (Dallas Campus) saw 12,069 visitors during 2009.

• In 2009, 8195 tests (COMPASS, ACT, HOBET, TEAS) were administered.

• Continuing to maintain approximately a 61% increase in FAFSA applications for 2009-10 as compared to 2008-2009. This trend is expected to continue for 2010-2011.

• Approximately 70% of Financial Aid students, who registered for spring 2010, had their financial aid processed and completed by the end of December 2009 registration period.
• Approximately $12,738,784 has been awarded to 3045 registered financial aid students for fall and spring 09/10.

• Admissions office is working to streamline and improve communications with applicants and will transition to e-mail communication by March 31, 2010.

• Added Financial Aid processes to Web Advisor.

• Financial Aid will begin the 2010-2011 post card/email campaign to currently enrolled students reminding them to apply/re-apply.

• Title III staff is currently identifying the at-risk student population, planning welcome meetings, developing strategies and implementing activities and intervention, and working with new a software program – Student Zen.

• The Academic Emergency Fund Oversight Committee revised the application and application process. Nineteen students have been served and spent $2,938.65

• The Early Advantage (Early Alert) continues to pilot the program with the ACA faculty.

• A number of student activities will be sponsored by the SGA during February and March.

Finance and Facilities – Ralph Huddin

Facilities

• The Robinson Classroom Building should be on target for occupancy in spring 2011.

• The advanced planning phase of the Lena Sue Beam building renovation and expansion is almost complete. Design of the construction project to support the Early College and Educational Partnerships initiative will begin soon.

• Design contract for the lower level of the Jerry W. Cochrane Building is awaiting approval from the State Construction Office.

• The ornamental iron and brick columns fence project is progressing well and should be completed soon.

• The College is working with Lincoln County to request items to improve the Lincoln Campus, i.e. parking lots, carpet and painting.
Finance

- Several previously frozen faculty positions have been approved for hiring for next year.

- Equipment requests for this fiscal year have been prioritized and purchase requisitions issued.

- A committee is being formed to review the bookstore issues this semester due to the large increase in enrollment. The committee will evaluate ways to improve service to the students.

- The Business Office has hired two new employees for the vacant accounting positions. Shelly Alman, Business Office Accountant, East Campus and Bruce Cole, Controller, Dallas Campus.

- Staff from the IT and Physical Plant departments completed a number of projects during the holiday break to enhance the appearance and efficiency of operations on the three campuses.

Academic Affairs – Don Ammons

- Two business certification programs are being offered at the Morris Library as part of the Elevate American initiative. Microsoft Office Specialist 2003 and Microsoft Certified Application Specialist 2007 tests will be administered on Friday mornings and must be taken by February 24.

- Lincoln County Tech Prep is sponsoring the Gaston College Student Leadership Program, Friday, March 5 and Friday, April 9. Applications for the program will be accepted through February 16 and should be sent to Betsy Jones, campus box 69.

- The application for a Human Services Degree Program at Gaston College is being sent to the NC Community College System for approval. Proposed implementation is fall 2010.

- The A&S Division has expanded general education assessment to 13 additional classes for spring 2010. This assessment is an integral part of the college’s institutional effectiveness reporting and a SACS requirement.

- The A&S Division has restructured two departments to form the new Department of Applied Social Sciences. Lori Metcalf has agreed to serve as the chair of the new department. Ms. Metcalf will assist the Paralegal Technology faculty with applying for national accreditation.
The College is working with Gaston County Schools to generate and submit a Cooperative Innovative High School Program Application in an effort to obtain Early College status at Bessemer City High School to be recognized as such at the state level.

As part of the Learning Center’s plans to reach the increasing Distance Ed population, Conrad Martin has taken the initiative to begin a pilot on-line tutoring program.

The Practical Nursing Program has received approval for an expansion of 20 students and will be offering an evening Practical Nursing Program fall 2010. This is in anticipation of receiving grant monies through the Healthcare+ grant application with the NCCCS.

The Health Education Division will be hosting the Health Occupations Students of America (HOSA) regional competition January 30.

Gaston County Health Department held a H1N1 drive through vaccine clinic on the Dallas campus December 13. Eighteen associate degree nursing students and 2 instructors assisted with the clinic.

**Economic and Workforce Development – Linda Greer**

**Enrollments**
- EWD 2009 unduplicated headcount was 16,000, with a duplicated headcount of over 35,880 students.

**Life Skills**
- As of January 14, 1,660 CRC’s have been issued.
- A new ABE/GED class is being established at the East Lincoln Christian Ministries in Denver.
- Over 490 students graduated from the Adult High School/GED programs in 2009, an increase of 75 graduates over the 2008 figures.
- The Life Skills Retreat will take place in Lincoln County Friday, January 22.

**Services to Business and Industry**

BioEd Center Current Projects include:
- An interactive game development project between Siemens Energy Corporation, Duke Energy, and the NCCCS Mobile Launch Pad.
• A Customized Training project with Talecris Biotherapeutics, in partnership with Johnston Community College for the purpose of designing the simulation training program for process technicians.

• Staff is currently reviewing proposals for the Virtual Learning Object Repository.

Corporate Education:

• Currently working with 14 companies on current customized training projects.

• Providing customized self-supporting training to 11 companies.

SBC – New upcoming seminars include:

• Business Web Presence – February 11
• Create Your Strategic Advantage thru Lean – February 25
• Social Networking: The marketing of the future – April 22
• You Owe Me Big Time: Collecting Your Delinquent Accounts – June 10

Special Recognition

• The Criminal Justice Academy had a 100% pass rate on the last BLET state exam.

4. Update on Grants

WIA – Linda Greer

• Will be finishing out in March. There were 16 students with paid work experience.

• Not sure if there will be funds next year.

JobsNOW – Linda Greer

• As of December 18, 46 students have enrolled in the JobsNOW program.

• There were 8 successful completers in the first program (CNA+). All eight also earned their Career Readiness Certificate (CRC).

GLOW – Sharon Starr

• Thirty-four people started out in the CNA+ program – Certified Nursing + Phlebotomy. Twenty-two have completed it. Twenty-five started the EMT program and 19 have finished.
Title III – Wanda Wyont

Gaston College was awarded $1,592,228 from the US Department of Education for a five-year development grant to help at-risk students. An update on the progress of the grant includes:

- Identified at-risk student population
- Selected ACA courses
- 163 students receiving financial aid
- 71 of the 163 students are taking one developmental course (highly-at-risk)
- Each success counselors has been assigned 6 sections
  - Visits to classrooms scheduled to begin January 19
  - Intrusive Advising
- Student Success Workshops
- Professional Development Funds
- Student Management Software
  - Student Zen
- Campus Visibility
  - Website
  - Newsletter
- Oversight Committee
  - PARC (Persistence and Retention Committee)

5. Update on SACS Process – Dewey Dellinger

- A SACS newsletter will be published in February that will provide periodic updates on the compliance process and the QEP.

- The announcement of the QEP slogan and winner will be at the February faculty/staff meeting.

- Approximately 60% of the compliance items are in a complete draft form.

- The compliance report is scheduled to be completed at the end of March.

- Revisions to certain policies addressed in the compliance report are in the process of being updated and should be completed by the end of January. The revisions will be reviewed and taken to the Board in March.

- A review of the completed compliance items will begin this semester.

- Subcommittees of the QEP Implementation Team have made recommendations concerning assessment tools, technology tools, professional development, and student services.
• The QEP Implementation Team has proposed a timeline for implementing required standards based on levels of quality from the Online Quality Initiative.

• A structure for the QEP document was proposed at the November meeting of the QEP Implementation Team.


• The Open House is on target for March 27, from 9:30 – 12:30. The format will be similar to the College’s very first Open House held April, 2008. There will be information booths, demonstrations, faculty presentations, door prizes, and refreshments. A CD is being generated that will have a variety of active pictures on campus and will be set to music.

• Sheriff Alan Cloninger will be the guest speaker.

• Post cards, posters, bookmarks, and other methods of communication are being generated by the Marketing department.

Upcoming Meetings:
‐ Board Retreat – February 12, 2010, 8 a.m., City Club of Gastonia.
‐ Faculty/Staff General Meeting, February 1, 2010, 2 p.m., Myers Center Auditorium
‐ Next Cabinet Meeting – March 9, 2010, 3 p.m., DBC Rm. 170

There being no further business to bring before the Cabinet, the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Sylvia Dixon
Recording Secretary