Minutes of the President’s Cabinet Meeting
March 9, 2015
3:00 p.m., DBC 260

Present:
Ms. Julia Allen
Dr. Don Ammons
Mr. Todd Baney
Mr. Sam Buff
Ms. Michelle Byrd
Mr. James Cantrell (S. McNeill)
Mr. Mark Carver (S. Sherrill)
Dr. Rex Clay
Mr. Bruce Cole
Dr. Harry Cooke
Mr. Virgil Cox
Ms. Jenna Deal (J. Crisp)
Dr. Dewey Dellinger
Ms. Carol Denton
Mr. John Erickson
Ms. Juanita Gunnell

Dr. Silvia Patricia Rios Husain
Dr. Joe Keith
Mr. Billy Lytton
Ms. Cynthia McCrory
Dr. John McHugh
Ms. Stephanie Michael-Pickett
Ms. Jennifer Nichols
Ms. Alisa Roy
Ms. Audrey Sherrill
Dr. Patricia Skinner
Mr. Luke Upchurch
Ms. Amy Weisgerber (K. Wyont)
Mr. Charles Wilson
Ms. Heather Woodson
Mr. Chuck Wray

Absent:
Mr. Everett Jeter
Dr. Karen Less
Dr. Dennis McElhoe

Others Present:
Ms. Jackie Ammons
Ms. Mary Ellen Dillon
Ms. Lynda Ellington

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

Welcome and Introductions

The meeting was called to order at 3:00 p.m. by Dr. Patricia Skinner. Following a welcome by Dr. Skinner and introductions by all attendees, Dr. Skinner expressed her appreciation for the quality of information contained in the divisional reports and for the hard work that went into creating them.

Dr. Skinner then provided a brief budget update. She stated that for 2014-2015 the College was required by the System Office to revert $294,545 on January 21, 2015. It is hoped that an additional reversion, as a result of potentially lower state income tax collections, will not be necessary. She asked that State operating budget pool expenses be monitored and that expenses be cut wherever possible. A budget reduction of approximately $500,000 is expected in 2015-2016.

Dr. Skinner also reported on several aspects of Governor Pat McCrory’s overall base budget proposal, which was released last week. Among the Governor’s recommendations for 2015-2016 are: a 1.3% reduction overall for state community colleges; additional funding of $5,000,000 for CIS Modernization for the State Office; a tuition increase of $4 per credit hour; allowing summer courses to earn FTE; additional funding to
retain program audit function; and salary increases for K-12 teachers and correctional officers. For 2016-2017, the Governor recommended an additional $5,000,000 for STEM equipment.

Dr. Skinner pointed out that the State System is lobbying legislators for additional funds for the colleges, especially for a pay increases for faculty and staff. The presidents and boards of trustees of the colleges, as well as the NCACCP and the NCACCT, are also being encouraged to contact legislators to urge support of increased funding to the colleges.

Dr. Skinner gave a brief overview of the following handouts given to legislators at a Legislative Coffee held at the Lincoln Campus on January 16, 2015: NC Community College System 2015-2017 Budget Priorities, 2015-2017 Non-budget Legislation/Special Provisions, and Budget Overview – January 2015. These reports illustrate to the legislators the critical needs of the colleges and the impact that budget cuts have had on Gaston College. (Copies of these handouts will be maintained with minutes of the meeting.)

Dr. Skinner pointed out that she, along with Mr. Sam Buff will be in Raleigh on March 11 for Textile Legislative Day. They will meet with textile leaders and legislators to discuss funding for the Textile Technology Center. A separate meeting is scheduled with Senator Kathy Harrington to express Gaston College’s position on aspects of the Governor’s budget and to lobby for support for the College’s budget priorities.

Dr. Skinner reminded attendees of two upcoming Alumni Speakers Series Luncheons (Ms. Jennie Stultz on March 11, and Mr. Tracy Philbeck on April 14) as well as the Art Exhibit Opening Reception scheduled for April 14. She encouraged everyone to attend these events.

Everyone was reminded that Graduation will be held at Bojangles’ Arena on Friday, May 15, at 4:00 p.m., which is a time change from prior years. The 50th Anniversary Gala will take place on Saturday, May 15, to honor current and past Trustees and Alumni, with special recognition of the first Alum of Distinction, Mr. Leonard Hamilton. Dr. Skinner encouraged Cabinet Members to attend this event if at all possible.

**Top of Current Interest**

Ms. Jackie Ammons provided a presentation titled, *Learning Management System Introduction and Overview*. She explained that the goal of the Learning Management System (LMS) is to expand professional development opportunities for all employees.

The Professional Developmental Task Force, which is comprised of representatives from throughout the College, assessed the overall professional development needs of the College. In the assessment process, it was determined that a Learning Management System would be critical in order to provide an effective and efficient professional development program for all full-time and part-time employees.

Through an in-depth evaluation process, it was determined that the eFront system provided the needed functionalities defined by the Professional Development Task Force. In brief, the eFront systems provides the following features and benefits:
- Centralize professional development program
- User friendly interface
- Self-registration
- Auto notification
- Certificate management
- Calendar feature
- A standardized method to deliver online courses
- Quiz and survey feature
- Branding customization
- Web-based software
- Owned and housed by Gaston College
- Access to courses anytime and from anywhere

The next step in the implementation process of the Learning Management System is to fully customize the system with the Gaston College branding, develop online courses that are easily accessible for full-time and part-time employees, test the system with a beta group, set up users and user groups, and conduct training sessions for end-users.

To demonstrate the features and offerings of eFront and its ease of use, Ms. Ammons gave a brief demonstration of how a participant might use the system to register for a class. Ms. Carol Denton stated that it is a very good tool for use by part-time employees and adjunct faculty. The system can also be customized to meet the needs of the College. Title III funds were used to purchase eFront. (A handout that recapped the presentation was distributed and will be kept with minutes of the meeting.)

At that time Dr. Dewey Dellinger provided an entertaining parody in which he portrayed a faculty member and motivational speaker, visiting the meeting to illustrate to faculty and staff the importance of ongoing professional development programs. He clearly communicated examples of how the failure to take part in professional development can negatively impact one’s future.

Mr. Baney advised that the eFront system can be used to deliver a multitude of courses and provides extremely flexible learning opportunities. It is hoped that eFront will be ready to implement in April or May of 2015.

(A copy of the handout and presentation provided by Ms Ammons will be maintained with the minutes of the meeting.)

**Administrative Reports**

**President’s Office – Dr. Patricia Skinner**

Government Affairs Meeting

On December 5, 2014, Dr. Skinner attended the Government Affairs Meeting. The North Carolina Community College System released its 2015-17 Budget Priorities, and the three main priorities are: Closing the Salary Gap: Faculty and Staff Salaries; 2) Closing the Interest Gap: NC Works Career Coaches; and 3) Closing the Technology Gap: Equipment and Technology.
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 2014 Annual Meeting

The SACSCOC 2014 Annual Meeting was held December 6-9, 2014. Of particular interest to Gaston College was the presentation, *Fifth-Year Interim Report and the Compliance Certification: Building a Sustainable Model of Accreditation Compliance*. This presentation provided a helpful framework as to how the College’s Fifth-Year Interim Report, due in 2017, should be compiled to best reflect Gaston College’s continuous improvement. Another presentation on “Social Media: Transforming our Digital Future” characterized the transformation potential of social media in education.

Greater Gaston Development Corporation (GGDC) Workforce Preparedness Committee

On December 15th, the GGDC Workforce Preparedness Committee released its report to serve as a starting point for elected and corporate leadership to guide Gaston County into a new era of prosperity. A list of 14 priorities for the GGDC for 2015 was set. On February 23, 2015, Dr. Skinner met with Mr. Carroll Gray, Executive Director of GGDC, to discuss equipment funding for the Center for Advanced Manufacturing. Information was also provided about the Early College High School related to the College’s partnership with Gaston County Schools and its growth potential.

Future of Community College Nursing Education

Dr. Skinner attended the Future of Community College Nursing Education meeting on January 8, 2015. The Committee reviewed what Florida is doing regarding their Baccalaureate program and delved into the extensive research provided by the SHEPs Center. After careful review and consideration of their options, the committee will soon bring together their recommendations for North Carolina’s Baccalaureate nursing programs.

Gaston County Commissioners’ Meeting

At the January 13, 2015, meeting of the Gaston County Board of Commissioners Dr. Skinner made a presentation on Advanced Manufacturing and Economic Development. A six-minute video regarding the College’s role in equipping its service area for a more diverse and technically savvy economy was shown, and a PowerPoint presentation was delivered that detailed Gaston County’s need for a highly trained workforce. A special request for $500,000 in equipment funding for the CAM was made.

Regional Collaborative for a Global Economy (Formerly Charlotte Regional Workforce Development Partnership)

The Charlotte Regional Workforce Development Partnership (CRWDP), of which Gaston College is a member, met January 14th, during which members present approved a motion that transitions the partnership from an organization that was more “inwardly focused” on the activities of the member community colleges and workforce development boards to one that is more “outwardly focused.” The primary objective of the re-constituted organization is to actively engage businesses, industries, policymakers, economic developers, and other organizations from throughout the Charlotte region (including Gaston and Lincoln Counties) to assist this region in becoming more globally competitive through the continued development of a highly skilled workforce. It is the intention of the re-constituted collaborative to identify resources and programs offered by member colleges that support those training and development activities that will enhance regional commerce opportunities on a more global scale.
Legislative Coffee

A Coffee and Conversation event was hosted January 16, 2015, at the Lincoln Campus with several state legislators, Ms. Mary Shuping, and Gaston College trustees and staff attending. Dr. Skinner presented a review of the North Carolina Community College System’s 2015-17 budget priorities, a five-year history of Gaston College’s budget funding, an update on the Textile Technology Center, and a timeline for the Pharr Trade and Industrial building renovation and building of the Center for Advanced Manufacturing. Ms. Heather Woodson provided a presentation on Articulation Agreements, Multiple Measures, and budgets. The information was well received and a beneficial discussion helped identify how policy changes to improve student success have affected funding and Gaston College’s concerns for funding in the future.

North Carolina Institute of Medicine (NCIOM) 2015 Annual Meeting and Board of Director’s Meeting

The January 20, 2015, meeting covered the President’s Report, various Task Force Updates/Developments, future Board Meeting Agenda Planning, and an Audit and Financials Update. The Retreat covered several topics: the history and accomplishments of NCIOM to give the group a shared knowledge and understanding of NCIOM; a review of the NCIOM criteria so that team members independently and without judgment or influence identify relevant criteria for determining NCIOM Study/Group agreement on essential criteria; a discussion on the NCIOM focus (related to investigation and reports), which is to share understanding and prioritization of future (2015-2017) NCIOM investigative activities and reports. The results from a survey related to NCIOM strengths, challenges, participant attributes, and pressing issues previously distributed to members were discussed.

NCACCP Meeting

At the NCACCP held January 21-23, 2015, the presidents continued discussions regarding the Governor’s 2% budget reduction request for the community college system. Also discussed was the need to urge legislators to support increases for faculty and staff salaries, proposed revisions to Performance Funding, moving forward the Nursing Articulation Agreement, counting adult high school students as graduates of public schools, providing free community college, and technologically modernizing the NCCC System.

Winter 2015 State Policy Meeting

Dr. Skinner attended the Winter 2015 State Policy Meeting in Seattle, Washington, on January 27-28, 2015. The goals of the meeting included: identify and discuss state policy issues that are at the intersection of policy reform and institutional innovation; highlight innovative reform strategies that connect and balance state-level completion supports and pressures with effective institutional reform; discuss the DesignForScale approach in the context of the successful implementation of structured pathways; identify and discuss state policy issues that can support and accelerate entry into and success in structured middle-skill STEM pathways; and facilitate in-state and cross-state discussions to support and align state, system, and instructional policies in service to evidence-based, completion-targeted innovation at scale.

DREAM 2015 Conference

At the DREAM 2015 Conference held February 17-20, 2015, in Baltimore, Maryland, sessions offered opportunities to delve into several new strategic areas. The Teaching and Learning Institute sessions
built on last year’s first-ever College Readiness Institute, sharing information on pedagogy and curriculum changes, especially the creation of pathways that are improving student learning and completion. Other sessions offered critical information for colleges seeking to build data capacity, strengthen the role of data in decision-making on campus, and cultivate a culture of inquiry and evidence. Sessions on data discovery and visualization also demonstrated the use of cutting-edge techniques to display data simply, clearly and compellingly in presentations that tell a meaningful story.

Foundation/Development Office – Ms. Julia Allen

Foundation

1. 50th Anniversary Celebration Activities

   a. Alumni Speaker Series luncheons:
      
      i. March 11, 2015: Jennie Stultz, Former Mayor of Gastonia
      ii. April 14, 2015: Tracy Philbeck, Current Chairman, Gaston County Commission

   b. Scholarship Donor/Recipient Recognition Dinner: November 13, 2014 (225 in attendance)

   c. Community Foundation Run (formerly Run for the Money): April 18, 2015, Rotary Pavilion

   d. David Belk Cannon Luncheon: April 23, 2015

   e. 50 for 50 Celebration Breakfast: May 4, 2015, Myers Center Multipurpose Auditorium; invitations will be mailed to all 50 for 50 participating faculty & staff

   f. Black Tie Gala planning in process: May 16, 2015, Gaston Country Club ($75 faculty/staff/retiree charge, $125 all others); invitations will be sent

2. Fundraising Efforts

   a. Gifts received include:
      
      i. $10,140 Endowment
      ii. $82,400 Scholarship
      iii. $4,712 Student Emergency Assistance Fund
      iv. $6,013 Designated/Program Specific
      v. $51,991 Unrestricted
      vi. $132,000 Capital Projects
      vii. $14,325 In-Kind
      viii. $93,144 WSGE

   b. 50th / CAM Campaign Committee:

      A campaign committee made up of foundation board members and community leaders has been actively meeting since July and is tasked with raising dollars in support of the College’s 50th
Anniversary as well as the new Center for Advanced Manufacturing. Visits with potential donors, either individual or corporate, are ongoing.

c. Scholarships Established:
   i. One significant new annual scholarship has been funded this year ($25,000)
   ii. One significant new endowed scholarship should be funded by fiscal year end ($100,000)

3. Alumni Efforts
   a. Monthly email communications are being sent to those in the Foundation’s database.
   b. The Alumni Speakers Series will be ongoing.
   c. Alumni Pins will be distributed at commencement in May 2015.

4. Administration
   a. Scholarship application window is open.
   b. Requests for proposals will be opened to the Gaston College campus community March 1 for Gaston College Foundation funding.

Corporate & Foundation Relations

1. Grants
   a. Sisters of Mercy Foundation: $60k received
   b. National Science Foundation: Advanced Technical Education program, $196,302 requested
   c. Golden LEAF Grant: Monitoring continues
   d. Rural Development Center of North Carolina: $20,000 received through partnership with Gaston County

2. Staffing
   Mr. Luke Upchurch began as Director of Grants and Special Projects on November 3, 2014. He came to the College from Gaston County Schools.
Kimbrell Campus and Textile Technology Center (TTC) – Dr. Joe Keith

Textiles

1. Over the last four months:
   a. Services for 132 customers have been performed.
   b. Twenty-six new customers have been added.
   c. The needs analysis has been completed for the textile training initiative. Training has begun and numerous classes are scheduled for North Carolina textile firms.
   d. The Center added new and used equipment from purchases and from donations.
   e. The Center hosted the Department of Defense Industry Fiber and Textile Manufacturing Institute.
   f. The Center hosted the Southern Textile Association Winter Technical Seminar.
   g. For the current fiscal year, invoices are up 18.5% from the prior year.

2. The staff participated in the Belmont Christmas parade.

3. The Board of Directors of Montcross Area Chamber of Commerce is holding its Board Meetings on the Kimbrell Campus and also held an Entrepreneur Summit there.

Faculty Senate Report – Ms. Sherry Sherrill

1. Faculty Senate held its first meeting of the spring 2015 semester on Wednesday, January 28, 2015.

2. An election was held for a new Vice President of Faculty Senate. This position is now held by Ms. Teresa Worthy.

3. Current topics of discussion include:
   a. The divisional nominees for the Faculty/Instructor of the Year award were submitted in January, and include Ms. Ashley Hagler, Mr. Jacob Surratt, Mr. Mark Shellman and Ms. Kathy Livsie. These individuals have submitted their essays and are scheduled to be interviewed on Wednesday, February 25, 2015. The winner will be announced at the Faculty/Staff Appreciation Luncheon on Friday, April 24, 2015.

   b. The Faculty Senate is in the process of updating and improving its section of the Gaston College website. The goal is to better inform the faculty of the issues on which the Senate worked and the accomplishments that were made.

   c. The Faculty Senate and Staff Senate are planning to hold an Executive meeting to collaborate on issues of concern and faculty/staff relations.
d. Ms. Sherry Sherrill has joined Ms. Leslie Martin and Mr. Scotty Brooks as Faculty Senate representatives on the Calendar Committee.

e. The Faculty Senate has spent the past two months soliciting feedback from Gaston College faculty concerning the Faculty Workload Policy proposal. The Faculty Senate is in the process of arranging a professional development opportunity to further inform faculty about the proposal and to address any specific concerns and questions.

4. The most recent Faculty Senate meeting was held Thursday, February 26, 2015, at 1:30 p.m.

Staff Senate Report – Mr. Josh Crisp

1. Staff Senate goals for the year are:

   a. Customer Service Campaign:

      The Customer Service Campaign continues to be a successful program. The Staff Senate continues to urge staff and faculty to submit nominations to ensure that outstanding service provided to the College community is recognized. The Staff Senate look to those recognized during this campaign to serve as staff senators.

   b. Virtual Open House:

      The Staff Senate is working to produce short videos that will highlight areas and programs at the College. It is hoped that these videos will enable faculty and staff to better understand everything the College has to offer. Progress is being made in producing these videos.

   c. Staff Student Relations:

      The Staff Senate has made a commitment to support student functions on all campuses. Members of the Staff Senate will support these activities by attending, promoting, and volunteering to make these events successful.

   d. Faculty/Staff Relations:

      The Executive Committee will continue to work with Faculty Senate to have a closer relationship and identify issues that can be worked on jointly. Meetings are currently scheduled between Executive Committees to discuss joint issues.

   e. Staff Senate participation in 50th Anniversary Celebrations:

      The Staff Senate will support and promote 50th Anniversary activities.

   f. The Staff Senate is accepting nominations for the 2105 Staff Excellence Award. Vice Presidents will send a winner from their respective divisions to the March Staff Senate meeting. Interviews will be conducted and a winner chosen.
2. The General Staff Meeting will be held Wednesday, April 8, 2015, at 2:00 p.m. in the Myers Center Multipurpose Auditorium.

**Divisional Reports**

**Academic Affairs – Dr. Don Ammons**

Academic Affairs

**Arts and Sciences**

1. The Arts and Sciences Division was awarded $750 by the North Carolina Science Festival to support sciVisit 2015. Nearly 1,000 high school students and teachers are registered at this time.

2. The inaugural group of SPARC3 Scholars has successfully completed its first semester at Gaston College. The average GPA was 3.654, and 100% were retained to the spring 2015 semester.

3. The SPARC3 program was given $25,000 in scholarship money in November 2014 by donor Mr. Larry K. Petty.

4. Mr. Bob Blanton successfully led a study tour of fourteen participants to Peru in December 2014.

5. The Writing Center has implemented synchronous online tutoring for student writing assistance, which allows online students an opportunity to receive one-on-one writing help in real time.

**Business and Information Technology**

1. Department Chairs are arranging site visits with local industries in Gaston and Lincoln Counties to increase awareness of program offerings and promote WBL opportunities.

2. The Business Leadership Institute will graduate its first class in the spring 2015. It is hoped this can be offered to all divisions in fall 2015.

3. Portfolio Day is planned for April 21, 2015. Students will present their portfolios and experience mock job interviews with the Business and Information Technology advisory board members.

**Educational Partnerships Update**

1. CCP enrollment has had significant increases each semester for the past two years. Spring 2015 enrollment increased over 100% from last spring, and this trend will likely continue.

2. CCP Information Sessions have been scheduled for high school students, parents, and educators in both Gaston and Lincoln Counties on March 5 (Lincoln Campus) and March 12 (Dallas Campus) at 6:00 PM.
Engineering & Industrial Technology

1. The Pharr building renovation continues. Occupancy of the renovated spaces is expected in March 2015.

2. A group of manufacturing companies has agreed to work together to support an apprentice program.

3. Mr. Mani Memari is now Chair of Computer Engineering Technology, Electronics Engineering Technology, and Electrical and Electronics Technology. Mr. Rama Olson was hired to fill the vacancy left when Ms. Stacy Bradley accepted a position in industry. Mr. Bill Leagon is now the coordinator for the Electrical program.

Health & Human Services

1. Associate Degree Nursing: for fall 2015 semester, 154 applications have been received; 55 seats are available. For LPN-RN Bridge: 134 applications have been received for the fall 2015 semester; 40 seats are available. Acceptance letters will be mailed in March 2015. Regionally Increasing Baccalaureate Nurses Program (RIBN): 14 students applied for fall 2015; 14 seats are available.

2. Practical Nursing: Currently, 120 applications have been received for fall 2015; 80 seats are available. The deadline date for applications is March 2, 2015.

3. Veterinary Medical Technology: 32 applications have been received for fall 2015; 40 seats are available. Applications will be accepted until April 17, 2015.

4. Medical Assisting: Currently, 12 applications for fall 2015 have been received; 25 seats are available. Applications will be accepted through July 31, 2015.

Institutional Effectiveness

Institutional Effectiveness is making preparations to process the mid-term online evaluation of all curriculum classes ending by April 1, 2015. This process involves 14 classes and 542 students.

Learning Centers

As of February 12, 2015, the Learning Center has offered synchronous online tutoring (including weekends) through Blackboard Collaborate for students in online sections of MAT 171, MAT 151, and MAT 143.

Lincoln Campus

1. Lincoln County Career Expo was held on Thursday, February 12, 2015, at the Aptar facility in the Lincoln Industrial Park.

2. New lights were installed in cosmetology.

3. Cosmetology now has 125 students.
4. CCP enrollment continues to grow.

5. LPN students in 2014 had a 100% passing rate on the state exam.

WSGE Radio

1. Staff Additions include: Assistant Program/Music Director, Mr. Tim Greene and Production Director and Account Executive, Ms. Amanda Wolfe (part-time).

2. The fall membership drive was held on October 24 – November 3, 2014. Approximately $64,500 was pledged. The spring membership drive is tentatively scheduled for May 1 – 12, 2015. The goal with a goal of $75,000.

Administrative Services – Mr. Todd Baney

Human Resources

1. Open Positions

   Currently, there are 5 open positions.

2. New Hires

   Full-time Faculty
   - Dr. Cortney Barkley-Postell, Instructor-Veterinary Medical Technology (2/2/15)
   - Derek Barrett, Instructor-Air Conditioning, Heating, and Refrigeration (1/1/15)
   - Jamie Clary, Instructor/Program Coordinator-Human Services Technology (1/1/15)
   - Rama Olson, Instructor-Computer Engineering/Electronics Engineering Technology (1/1/15)
   - Rhonda Segars, Instructor-Accounting (1/1/15)
   - Mindy West, Instructor-Practical Nursing, Lincoln Campus (2/23/15)

   Full-time Staff
   - Crystal Jones, Accounts Receivable Specialist (2/4/15)
   - Tim Greene, Assistant Program/Music Director-WSGE Radio (11/3/14)
   - Lakhvinder Singh, Housekeeper (10/8/14)
   - Luke Upchurch, Director-Grants and Special Projects (11/3/14)

   Full-time Temporary Staff
   - Debbie Van Scyoc, Secretary-Student Affairs (2/4/15)

   Retirements
   - Gary Freeman (1/1/15)
   - Cindy Brooks (2/1/15)
   - Brenda Nicholson (3/1/15)
Announcements

- March 2-3: Faculty/Student Break (College closes at 4 p.m.)
- April 2: Faculty/Student Break (College closes at 4 p.m.)
- April 3-6: College Closed: Holiday
- April 7-10: Faculty/Student Break (College Closes at 4 p.m.)

Marketing and Public Relations Projects:

1. Projects/Events
   - Lincoln County Career Expo
   - College Transfer Fair
   - MAC (MLK & Black History Month)
   - Grizzlies Billboard
   - Economic and Workforce Development - Lincoln Chamber Ads
   - Education Channel Programming
   - Smarter Surveys
   - National NC Career Readiness Certificate video – in process
   - SPARC3
     - General information
     - Professional Development Day Conference
     - Scholarship funding for Gaston College STEM students
   - National NC Career Readiness Certificate Job Fair, scheduled March 26, 2015
   - Career and College Promise Information Sessions for Lincoln and Gaston Counties
   - Massage therapy program
   - Fitness program
   - AFA Pre-Graduation Art Exhibit
   - 50 Years of Visual Excellence Art Exhibition
   - Various front-page web stories
   - WSGE
     - Glimpses of Gaston - 3 production scripts
     - Phenomenal Woman Award
     - Radio Workshop
     - Jefferson story
     - Student Clubs - Whispers in the Wind Play hosted by LGBTQ
   - 47 cable screens and 24 in process
   - 12 flyers and 8 in process
   - 3 newsletters and 2 in process
   - 2 information cards
   - 5 posters
   - 10 banners and yard signs in process
   - Numerous student PR announcements
   - Digital sign postings
• News Releases
  ♦ 50th Anniversary Alumni Series (Carter, Stultz, and Philbeck)
  ♦ General releases by outside reporters
    ▪ Antibiotic Made from Dirt
    ▪ Gaston Lifestyles
• Economic and Workforce Development materials:
  ♦ Certified Nurse Aide I Refresher Course
  ♦ National NC Career Readiness Certificate
  ♦ Regional Collaborative for a Global Economy
  ♦ Professional Medical Coders class
  ♦ Leadership Training
  ♦ Private Ground Pilot School
  ♦ Tasty Art: The Basics of Cupcakes
  ♦ Golden Age Computing
  ♦ Clawhammer Banjo

Economic and Workforce Development – Dr. Dennis McElhoe

Services to Business and Industry

1. Community Education, Life Skills and Goodwill Industries, Inc. continue working collaboratively on a project intended to provide short-term job training opportunities to meet the demand for CaroMont Healthcare and other related companies and agencies. Currently, a search is still underway for initial funding for this project.

2. Corporate Education and Life Skills are continuing their efforts with the Gaston County Chamber of Commerce to make Gaston County a Certified Work Ready Community. A similar effort is also planned in spring 2015 in Lincoln County.

3. Corporate Education and Life Skills have provided pre-employment training, including Career Readiness Certification, to candidates for employment with Owens Corning.

Life Skills

1. Life Skills staff are currently working with Corporate Education and Marketing on the development of a video promoting the Career Readiness Certificate. Upon completion, the video will be used in EWD marketing to businesses and industries and will be featured on the College’s Career Readiness Certificate Website.

2. Life Skills is now offering APEX Lab, a combination of Adult High School, High School Equivalency, and Adult Basic Education.

Public Safety

1. Fifty-two students from throughout North Carolina successfully completed the RESTC NC Breathing Equipment Firefighter Survival School.
2. Notification was recently received that all May 2014 graduates of the Paramedic program successfully completed their state certification exam.

3. The Criminal Justice Academy is offering new in-service training including six new classes for officers to maintain their certification.

Small Business

The Small Business Center and the Lincoln-Lincolnton County Small Business Council presented a three-part “Junior Lincoln” program for 21 Lincoln County High School Students. Presentations were made by business owners and students completing the program.

Community Education

This spring Community Education is offering *A Foundation for Effective Leadership*, a seminar for newly hired or promoted supervisors. Sessions will be held at the Kimbrell and Lincoln Campuses beginning in March 2015.

BioNetwork/Learning Solutions Center

BioNetwork Learning Solutions Center staff recently completed Scrum certification training. Scrum is a lean process improvement approach to software development.

Finance, Operations, & Facilities – Ms. McCrory

Finance

Fiscal Year 2014-2015 Budget

1. On January 21, 2015, the System Office issued a reversion notice requiring Colleges to return a total of $13,000,000, just short of 1% of the total state budget for 2014-2015. The reversion reduces current-year State funding. Gaston College reverted $294,545. This reversion is consistent with the original budget balancing plans. Hopefully, an additional reversion, as a result of potentially lower state income tax collections in April 2015, will not be necessary.

2. It was requested that State operating budget pool expenses be monitored.

3. Additional budget requests, if necessary, should be submitted using the Budget Request Form available through GCNET.

Fiscal Year 2015-2016 Budget

Instructions to prepare operating pool and contractual service budget requests for the 2015-2016 fiscal year will be sent to budget managers around March 15, 2015. Completed forms will be due on or before April 15, 2015.

- Requests for year-to-year budget increases should be submitted with substantive support documentation.
Financial Audits

During the last quarter of 2014, the College, Foundation, and Radio Station financial statements were audited by external auditors. The auditor opinions issued by the auditors were all unmodified and included no management recommendations.

Facilities


   Construction is complete and the certification of occupancy was received from the county in late December 2014. Final state construction inspection is scheduled for March 6, 2015.

2. Pharr Trade & Industrial Renovation – Phase 2: Architect: ADW.

   Construction drawings were submitted to the State Construction Office for review on February 5, 2015. This project is on schedule for awarding the construction contract in the second quarter of 2015 with construction to begin in June 2015 and completion anticipated in February 2016.


   Construction drawings were submitted to the State Construction Office for review on January 30, 2015. The project is on schedule for awarding the construction contract in the second quarter of 2015 with beginning construction to begin in the second quarter of 2015 and completion anticipated in summer 2016.

Purchasing

1. Proposals for a new Student Orientation software package were reviewed, and a vendor was selected. The bid package has been forwarded to P&C/ITS for final approval.

2. The Purchasing Department is currently finishing up the last of the equipment purchases for the Fiscal Year 2014-2015 approved equipment purchases.

3. Purchasing Director, Mr. Chuck Wray, is coordinating with Dr. Virgil Cox and Mr. Tom Whitaker for the delivery and installation of the new plasma cutting machine for the welding department in PTI.

Technology Services

1. The password portal for students was successfully implemented. Students are now able to manage their own passwords.

2. Technology Services is assisting with the following projects:
a. Implementation of a single sign-on portal to access library resources

b. Implementation of the student self-service portal

c. Importing faculty/staff Gaston College e-mail addresses into Colleague.

Bookstore

1. The Bookstore continues to offer Gaston College students options when they purchase books and supplies. In addition to new and used book options, rentals and digital e-books are also being offered.

2. Bookstore services are expanding at the Kimbrell Campus to assist students who live in and around the Belmont area.

3. Online book reservation services are being maintained to allow students to order and have books shipped or picked up at any store location without waiting.

4. Bookstore staff is working with publishers and store industry leaders to address student affordability issues as well as monitoring relevant studies and actions.

Food Services

1. The College is marketing Café food services on campus and in the Technology Park.

2. Bookstore Director, Mr. Charles Wilson, is facilitating vending sales through promotional items and other programs.

Student Affairs and Enrollment Management – Dr. Silvia Patricia Rios Husain

By The Numbers:

1. The estimated spring headcount is 5,257 (a decrease of 5.4%) and the FTE is 2,062 (a decrease of 4.6%). The final headcount for spring 2014 was 5,516, and the final FTE was 2,166.

2. There were 3,833 applicants for fall 2014. Out of these applicants, 1,910 (50%) enrolled for fall 2014. This is an increase in enrollment yield of 5% from fall 2013. There were 1,638 applicants for spring 2015, and 771 (47%) of those applicants enrolled in classes. This is an enrollment yield increase of 9% from spring 2014.

3. The Katherine Harper Testing Center staff administered 1,952 college placement tests for fall 2014 registration and 1,561 placement tests for spring 2015 registration. The TEAS test was administered to 413 students, and 200 long-distance tests were proctored by testing staff.

4. The Financial Aid Office had 11,050 total visitors in the 2014 calendar year.
5. A total of 2,593 students received federal and state aid in spring 2015.

6. Tentative federal funding for the 2015-2016 year show a 42% increase in Federal Supplemental Educational Opportunity Grant (FSEOG) funding and a 22% increase in Federal Work-Study, respectively.

7. In fall 2014, 149 students received VA benefits. In spring 2015, 144 students will receive benefits.

8. Access and Retention Scholarship update: 159 students received a total of $72,576 in fall 2014. The average cumulative GPA was 3.02. Eight students earned a credential in December 2014.

9. Gaston Scholars update: 14 students received a total of $7,000 in fall 2014. The average term GPA for this group was 2.96. Thirteen of fourteen students (93%) re-enrolled for spring 2015.

10. During the spring 2015 registration period, the Counseling Center on the Dallas Campus had 2,535 visitors; the Lincoln Counseling Center had 880 visitors; and the Transfer Advising Center had 979 student visitors.

11. There were 184 fall 2014 graduates. Of those, 20 were part of the Reverse Transfer program.

Activities and Initiatives:

1. Recruitment outreach for spring 2015 began in September 2014 and included CACRAO college fairs at the local high schools, Educator’s Breakfast, numerous campus tours, the College’s first Homeschool Day in November 2014, Career & College Fair, and numerous presentations at high schools across the College’s service area.

2. The Admissions Department collaborated with numerous areas across campus to focus on recruiting during several events, such as the Gaston County Career Expo, Gaston Pride Tours, and Lincoln County Career Expo.

3. Upcoming recruiting events include: SciVisit, graduation check-ups at the high schools, Gaston County College Fair, and several more classroom presentations at the high schools.

4. New Student Orientation is being updated. The Admissions Department is working with a third-party vendor and hopes to have a July/August 2015 rollout.

5. Step-Up, a grant funded by The Sisters of Mercy Foundation, is now under way. This program’s aim is to increase student retention and completion by providing holistic advising, study tools, and spaces conducive for academic success and team building. Eligible students are financial aid-eligible (low income) and/or first generation college students between the ages of 18-24. The program is located in CAS 201 and the “north alcove” offices on the second floor of the CAS building.

6. FAFSA Day was held Saturday, February 28, 2015.

7. Ms. Taleah Sweeney is the new part-time recruiter specialist for Men of Excellence.
8. Student Government Association held Club Awareness Day from 10:00 a.m. – 1:00 p.m. on Thursday, February 12, 2015.

9. Gamma Beta Phi sponsored Faculty and Staff Appreciation Day from 11:00 a.m. – 1:00 p.m. on Friday, February 13, 2015.

**Conclusion**

Dr. Skinner expressed appreciation to Ms. Jackie Ammons, Ms. Carol Denton, Ms. Karen Duncan, and the Professional Development Task Force for their research and hard work regarding the Learning Management System. She thanked Ms. Ammons for a very interesting and informative presentation that demonstrated the extensive value of the LMS and the eFront system. She also complimented and thanked Mr. Todd Baney for his leadership on this project.

Appreciation to Dr. Dewey Dellinger was also expressed for his participation in this presentation and for the entertaining manner in which he stressed the value of professional development for the College’s faculty and staff.

There being no further business to come before the President’s Cabinet, the meeting was adjourned at 3:40 p.m. The next meeting of the President’s Cabinet is scheduled for May 7, 2015, at 3:00 p.m. in DBC 260.

Respectfully submitted,

*Lynda Ellington*

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Recording Secretary