Minutes of the President’s Cabinet Meeting  
January 23, 2014  
3 p.m., DBC 260

Present:
Dr. Don Ammons  
Mr. Todd Baney  
Ms. Tonia Broome (H. Woodson)  
Mr. Sam Buff  
Ms. Michelle Byrd  
Dr. Rex Clay  
Mr. Bruce Cole  
Dr. Harry Cooke  
Mr. Josh Crisp (J. Crumpton)  
Dr. Dewey Dellinger  
Ms. Carol Denton  
Mr. John Erickson  
Ms. Juanita Gunnell (J. Surratt)  
Dr. Silvia Patricia Rios Husain  
Dr. Joe Keith  
Dr. Karen Less  
Chief Billy Lytton  
Mr. Conrad Martin  
Ms. Cynthia McCrory  
Dr. John McHugh  
Ms. Savonne McNeill  
Ms. Stephanie Michael-Pickett  
Ms. Jennifer Nichols  
Ms. Alisa Roy  
Ms. Judy Schneider  
Ms. Sherry Sherrill (C. Shaw)  
Dr. Patricia Skinner  
Ms. Amy Weisgerber (K. Wyont)  
Ms. Susan Whittemore  
Ms. Tanisha Williams  
Mr. Charles Wilson  
Mr. Chuck Wray

Absent:
Ms. Julia Allen  
Mr. Virgil Cox  
Mr. Wesley Landrum  
Ms. Audrey Sherrill

Others Present:
Mr. Randy Clemmer  
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. Skinner welcomed everyone to the meeting; she asked that each member of the Cabinet introduce themselves and the departments they represented.

Topics of Current Interest

Update from State Perspective – Dr. Patricia Skinner

1. NCReady4Work

   a. The State has used a similar process conducted among the 58 community colleges to discern student success to now focus on workforce and economic development.
b. Listening sessions were conducted; information compiled; and the State will now focus efforts on four partners to uncover strategies necessary to bring North Carolina’s workforce development in alignment, responding consistently to customer needs, engaging businesses to ensure success, and measuring similar outcomes to provide accountability to our citizens and stakeholders.

c. Learning Summits will begin the last week of February 2014 and will bring several colleges together with business leaders to identify gaps and overlaps, and set priorities. The Summits will conclude by October 2014 with recommendations on next steps.

2. Legislative Update

a. A Legislative Breakfast will be held January 27, at 7:30 a.m., at the Kimbrell Campus. As this is the second year of the biannual budget, it’s a time to review the budget and make adjustments. GC will update the Legislators on topics of importance to the College.

b. Community Colleges put taxpayers back to work in better careers, close the skills gap for employers, and save NC families money by providing a great educational value. The General Assembly can show support to community colleges by reinvesting $32 million from the System’s enrollment adjustment and non-recurring funds within our system to: increase funding for the highest-cost curriculum programs; and ensure quality instruction and student support by raising the level of support for all instruction, and provide all educators in NC with a salary that reflects the value they bring to students and the State.

c. To meet workforce needs, the Center for Advanced Manufacturing is essential. The College continues to pursue grant funding and private donations for equipment and a naming opportunity for this facility.

d. Renovations to the Pharr Trade and Industrial Building will provide a new Advanced Machining teaching area. This project will begin in May with a completion date at the end of 2014.

e. Challenges to overcome include: FTE enrollment change which accounted for a $1.8 million State budget reduction in 2013-14 and a potential $1.3-$1.5 million reduction in 2014-15 unless the General Assembly reinvests the $32 million. The County budget is another challenge as the College has not received its full capital allotment in the past several years.

f. Dr. Skinner thanked the various budget managers for their vigilance and careful planning in these tough economic times.

2008-2013 Strategic Plan Summary – Dr. Rex Clay

1. A lot of work has been done in the last five years validating the 2008-2013 Strategic Plan. Dr. Rex Clay came before the President’s Cabinet to provide an update on the 2,794 goals in the Unit Plans that have been related to the Strategic Plan.

2. The College’s Mission gives direction to the Strategic Plan. Each Initiative of the Strategic Plan is a skeleton of the vision of the College. Unit Plans, formulated by the various departments and divisions, are the tactics used to implement the initiatives of the Strategic Plan.
3. Dr. Clay provided a Ranking of Strategic Plan Goals by Frequency report. This told how many times a Unit Plan was linked to a specific Strategic Plan Initiative or Goal; however, he cautioned that frequency does not necessarily relate one way or the other to the importance of an initiative or reflect how large a project associated to the respective goal may be. A copy of his report will be kept with the minutes.

4. Dr. Clay will send a copy of the Frequency Report to the various divisions for their review and for them to identify specific goals met in 2008-2013 that can be related in a 2-5 page report to GC faculty and staff, stakeholders, and constituents.

5. Dr. Clay also provided a report of the various GC Partnerships with community agencies and employers. The partnerships were divided into categories: Economic Development, Workforce Training, Services to the unemployed/disadvantaged/displaced, Secure Public Safety, Cultural Activities, Share Facilities, and Arrangements with Other Educational Institutions. A copy of the report will be included in the minutes.

6. A report on Performance Measures for 2010-12 was also presented; a copy will be included in the minutes.

Title III, Year 4 Update – Mr. John Erickson

1. Mr. John Erickson provided the President’s Cabinet an update on the progress of the U.S. Department of Education grant Title III. The grant was awarded in 2009 with the intended results of increasing student success and retention of at-risk students through improved academic advising services, data tracking, and outcomes assessment.

2. A handout provided by Mr. Erickson, and kept with the minutes, displayed a table with Year 4 Objectives to be met by 9/30/13. The results have been excellent.

3. Interventions, by faculty and staff, on behalf of students, have really helped students stay in school.

4. When a student is referred to the Persistence and Retention department through Early Alert, a Coordinator in the student’s area of study makes an attempt to contact the student up to three times. Once contact is made and a relationship begun, the coordinator provides the student “help.” This may be with information on how to obtain a tutor, reminders of important dates, updates on College policies, and/or referrals for community services assistance.

5. Mr. Erickson stated some students have very difficult hurdles to climb in their private life which directly impacts their ability to stay in school and work toward completion of a diploma, certificate, or degree. He is currently aware of students living at the Salvation Army, Catherine’s House, and in their cars.

6. The Student Emergency Assistance Program (SEAP), which is funded by the GC Foundation, helps students with monetary assistance of up to $200 when requested through an application process. Students explain their need, provide documentation of the need, and agree to write a thank you note if selected. This has been a very good return on a modest investment.

7. As Title III winds down, the College would like to expand and employ the strategies and processes learned through the grant to help all students, not just those specific groups involved in the federal grant.
Administrative Reports

Kimbrell Campus and Textile Technology Center (TTC) – Dr. Joe Keith

1. Textiles
   a. Over the last eight months -
      i. Services have been performed for 221 customers.
      ii. 61 new customers have been added.
   b. All textile manufacturers in the state have been contacted to inform them of the Center’s services.
   c. Previous customers have been contacted to invite them to come back for return business.
   d. Conferences for AATCC (American Association of Textile Chemists & Colorists) and STA (Southern Textile Association) have been hosted at the Kimbrell Campus and Textile Technology Center.
   e. A partnership with DuPont, which will add expanded textile processing capabilities to the Center, has been initiated.
   f. For the fiscal year, TTC invoiced revenues are up 1.5% from last year.

2. The Kimbrell Campus has hosted and/or provided tours for the NC Organization of Human Services Regional Association, Leadership Gaston, Belmont Rotary, Charlotte Regional Workforce Development, and ten other organizations.

3. The Kimbrell Campus and the Textile Technology Center hosted Ms. Sharon Decker, NC Secretary of Commerce and Dr. June Atkinson, NC Superintendent of Public Education for presentations.

4. The Kimbrell Campus and the Textile Technology Center hosted numerous events for the Gaston Regional and Montcross Area Chambers.

5. Spring enrollment is 3400 which includes a number of on-line classes.

Foundation/Development Office – Ms. Julia Allen

Scholarship Efforts

1. A new software system for scholarship application and tracking has been launched.

2. A new endowed scholarship has been secured which will be funded with a $250,000 life insurance policy upon the donor’s passing. In the meantime, the donor is providing an annual $1,000 gift in order to begin scholarship awards prior to the endowment being fully realized.
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Donor Relations/Stewardship

1. Upcoming events
   a. David Belk Cannon Scholars’ Luncheon – TBD – April
   b. Annual Donor Recognition Evening – TBD – April / May

2. 50th Anniversary Celebration – Ms. Rosalind Welder has been retained to assist with planning efforts for the College’s 50th Anniversary celebrations to take place during the 2014-2015 academic year. Faculty and staff interested in assisting with these efforts are encouraged to make their interest known to the Foundation office.

Fundraising Efforts

1. Gifts received through December 31, 2013 include:
   a. $7,600.00 – Endowment
   b. Just Under $37,000.00 – Scholarship
   c. Just under $5,500.00 – Student Emergency Assistance Fund
   d. Just over $4,000.00 – Designated/Program Specific
   e. Just under $11,500.00 – Unrestricted

2. Run for the Money will be held on Saturday, April 12, 2014, and Gaston College will once again participate. Last year a total of $6,310.60 was received for the Student Academic Assistance Fund from this event. This year’s goal is $7,000. Participation from faculty and staff is encouraged.

3. WSGE has had a good year thus far. Through December 15, 2013, they have recorded just under $80K with additional funding to be receipted through December 31, 2013.

Foundation Administration

A new donor database, the Raisers Edge, was launched in late December. This new system will give great capability to track donors, alumni, and special events, as well as, provide an increased reporting ability.

Corporate & Foundation Relations

1. Grants
   a. A Mentor-Connect grant was secured by the Industrial Technologies program. This grant will provide faculty training for the submission of a full NSF proposal through the Advanced Technical Education program.
   b. A $250,000 proposal is under consideration for the Duke Energy grants program for community colleges.
2. Staffing

The Director of Grants and Special Projects position is still vacant; it will be reposted.

Faculty Senate Report – Mr. Calvin Shaw

1. Faculty Senate held their last meeting on January 21, 2014.

2. The senate was updated on the status of the Faculty Workload and Work Week committee.

3. The Faculty Senate has discussed the following items since the beginning of the fall 2013 semester
   a. Incidental leave for faculty – 12-month faculty take 1.15 hours per week, and 9-month faculty take 1.5 hours off per week.
   b. Faculty Senate elected a new President Elect (due to resignation). Ms. Sherry Sherrill is the President Elect.
   c. Received an update on Student Success initiatives.
   d. Streamlining Professional Development – Faculty Senate now has a representative on the committee.
   e. Updated the Faculty Senate listing on the Intranet.
   f. Reviewed the information in regards to the emergency response to students in crisis. This was referred to the Institutional Affairs subcommittee, and it was determined that no changes were recommended, but maybe more training could be given to faculty and staff.
   g. Ms. Leslie Martin was our representative to the Social Committee and took part in the Welcome Back reception at the beginning of fall 2013, and the Holiday Luncheon in December.

4. Faculty of the Year Nominees have been collected, they are:
   a. Ms. Amy Hamilton, Health and Human Services
   b. Ms. Lynn Nichols, Health and Human Services
   c. Mr. Thad Glankler, Engineering and Industrial Technologies
   d. Ms. Donna Love, Business and Information Technology
   e. Ms. Barbara Chadwick, Arts and Sciences

5. The next Faculty Senate meeting will be in February, with the date and time to be announced.
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Staff Senate Report – Ms. Joyce Crumpton

1. A review of our goals for the year:

   a. Customer Service Campaign

      Faculty and Staff can nominate their co-workers by completing a nomination form located on
      Gaston College’s intranet. Once the electronic form is submitted, a notification of recognition will be
      delivered electronically to the employee being recognized, with a copy to their supervisor. Once a
      month, special recognition cards will be sent out to these employees. The card(s) may be displayed
      by the employee, or just kept as a reminder that their actions were noticed and appreciated. Also,
      once a month, one person who has been recognized will be picked by random drawing to have their
      own parking space, close to their office (building) for the next month. An email is sent to Faculty and
      Staff listing the winner and the nominees for the month.

   b. New Staff Mentoring Program

   c. Open House for Faculty and Staff

      Staff Senate is continuing to work on the logistics of making this the most beneficial event for all
      three campuses, preferably on low student traffic days.

   d. Faculty/Staff Relations

      The Executive Committee will continue to work with Faculty Senate on several concerns of adjunct
      faculty information listed in the address book in Outlook.

   e. Centralized Training Calendar

      Staff Senate has a representative that now serves on the Professional Development Task Force. The
      New Staff Mentoring Program and the Centralized Training Calendar will become one of the goals
      for the Task Force. The main goal of the Task Force is standardization of communication,
      registration, and evaluation of professional development opportunities provided by Gaston College.

2. The General Staff Meeting, set up by Staff Senate, will be held on Tuesday, March 4, in the Myers Center Café
beginning at 2 p.m. Mr. Conrad Martin and Ms. Jenna Deal will be presenting on “Customer Service”.

Divisional Reports

Academic Affairs – Dr. Don Ammons

Academic Affairs

1. Spring Faculty Professional Development: January 29 – The ABCs of Assessment Rubrics; March 13-14 –
Collaborative Learning Workshop by Ms. Joyce Staples of Patrick Henry Community College.
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2. In March, participating in the 2014 High-Impact Practices Institute (Center for Community College Student Engagement). The Center has identified 13 promising practices in community colleges.

3. We will be administering the CCSSE again in March and April.

Business and Information Technology

1. GC has become an official Microsoft IT Academy.

2. Implemented a Criminal Justice Club - activities included adopting a family for Christmas and providing breakfast for Campus Police.

3. Planning to offer a summer camp called “Mini-Justice.” Students in CJC will have the opportunity to earn FEMA certificates in Critical Incident Management and Threat Assessment.

4. Healthcare Business Informatics, if approved, will be offered in the fall 2014 semester

Educational Partnerships Update

1. Career and College Promise will register high school students through January 24. Preliminary enrollment numbers reflect an increase from spring 2013.

2. Gaston Early College High School will hold a Parent Information Session on February 3 to share information about early college.

3. Student Employment Cooperative Education (SECE) is going to be changing its name to Work-based Learning and Placement effective fall 2014. SECE is continuing to register students for Co-op.

Engineering & Industrial Technology

1. The Back to Work grant (B2W) has moved into the action phase with all 15 available seats full. Students will earn a certificate in Intergraded Computer Machining by the end of this semester.

2. The physical part of the PTI building renovation process has begun. The completion date is anticipated to be mid-2015.

Learning Centers

1. Fall 2013: 1705 documented tutoring sessions; 2994 tests proctored.

2. Lincoln Campus Learning Center: Usage increased by approximately 30%; Expanded hours.

3. Kimbrell Campus Learning Center tutor sessions totaled 121 hours, far exceeding previous semesters.
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Health & Human Services

1. Associate Degree Nursing: 111 applications for the fall 2014 semester. LPN-RN Bridge: 74 applications for the fall 2014 semester. Acceptance letters will be mailed in March. Regionally Increasing Baccalaureate Nurses Program: 9 students for the fall 2014.

2. Dietetic Programs: Certified Dietary Manager Examination, 100% pass rate for October 2013. The program has received State approval to divide the current dietetic course into smaller topic specific components that will provide students with a better understanding of the course topics.

Arts and Sciences

1. Numerous people in the Arts and Sciences Division were involved in the first Free College Day offered at Gaston College. This event allowed community members to come to the Dallas campus and engage with college faculty and staff through 50-minute interactive activities. The Gaston College Math Club received second place in the afternoon competition and 3rd place in overall competition of 2013 NCMATYC mathematics tournament.

2. Ms. Heather Woodson and Ms. Tonia Broome continue to serve on the Executive Board of the North Carolina College Transfer Program Association (CTPA).

Lincoln Campus

1. The Lincoln Campus family welcomes Ms. Patricia (Patty) Robinson as the new part-time permanent Student Services Specialist.

2. On October 26th, 2013, Gaston College Lincoln Campus hosted a reception to welcome Mr. Tracy Jackson, County Manager, and Mr. Bart Cape, Executive Director of the local YMCA to the community.

3. On December 3rd, 2013, Gaston College Lincoln Campus hosted a “Meet and Greet, College Day” on the second floor of the main building. Several universities attended, and there was a good turnout from the students. Lincoln Campus is planning to host a similar event in the spring, with March 17th as a possible date.

WSGE Radio

1. Mr. Paul Marszalek has been hired to assist the staff in the area of programming.

2. The fall and winter/year-end drives yielded $65,376 in pledges, with actual receipt of $58,844 so far.

3. The station will launch its new logo and tag line, “Your Independent Music Source, 91.7″ in mid-February.

Administrative Services – Mr. Todd Baney

Environmental, Health, Safety & Security

1. On November 11, 2013, a required notice was sent to the College Community regarding new chemical management guidelines referred to as Global Harmonization. The new guidelines primarily revise aspects related to container labeling and Material Safety Data Sheets.
2. On January 6, 2014, a Welcome Back safety email was sent to the College Community to start the New Year. The email focused on several topics including our commitment to provide a safe and secure campus, an overview of our Campus Police department, the College’s Emergency Response Guide, and the importance of taking alarms and evaluations seriously.

3. On January 27, 2014, the Campus Police Department will be in a new location (CET 122). The move was necessitated by the PTI renovation project. ID Services will remain on the second floor of CET.

Marketing and Public Relations

1. Several marketing and PR projects were completed since the last report including providing support for Free College Day; Career Expo for Local Businesses and Gaston County Schools; Esthetics Open House – Kimbrell Campus; WSGE Membership Drive, Roger Burt Retirement; Back-to-Work Marketing Campaign for Foundation, Truck Driver, CNC Machinist; University Students, Summer Recruitment; Club Awareness; SGA, Domestic Violence; Late Start Classes; Textures & Tones (Mr. Michael Reno Harrell & Celebrating Holidays through the Arts); Multicultural Committee (Southern Culture Day, Hispanic Culture, Persian Culture, and MLK Day); Art Club Exhibition; Visual Harvest; Wall Power Art Exhibit; Truck Driver Scholarship; Community Ed Classes; Free College Transfer Day; Study Tours; Apply for Scholarships; SGA Club Day; TRIO No Cost Yard Sale; and Fitness Training.

2. New Branding Guidelines have been adopted to provide complementary flexibility related to design, font, and color. Marketing will be working with Graphics Design to revise templates and related materials.

3. Reminder: Even if an approved marketing template is used, please email the proposed draft (preferably at least two weeks prior to the desired posting date) to Ms. Stephanie Michael-Pickett, Director – Marketing and Public Relations, for review. Please remember that marketing related requests can be made online via the HelpDesk Ticket system.

4. The Marketing and PR Department will be emailing a form to the College Community requesting information on upcoming events, activities, programs, and projects that require marketing and PR support. The goal is to capture as many events, activities, programs, and projects as possible for planning and implementation.

Professional Development

1. The Professional Development Task Force has met twice and is working on several projects including centralizing processes of the professional development program, compiling training needs analysis for faculty and staff, developing an Intranet page, prioritizing professional development opportunities for all employees, and reviewing and revising the new hire orientation process. Lea Binderup has been hired (temporary, part-time) as an instructional designer to assist in developing online courses. Lea is a graduate of Gaston College, has a master’s degree in instructional design, and has over five years of professional experience as an instructional designer.

2. In November 2013, Harassment Awareness/Prevention and Title IX training was conducted for all full-time employees. This course is slated to be developed as an on-line course option to reach all employees.

3. Four AED (Automated External Defibrillator) and CPR classes were offered. Additional classes will be offered soon.
Human Resources

1. Open Positions

Currently there are 12 open positions.

2. New Hires

**Full-time Faculty**
- Lythia Bynum, Instructor-Medical Assisting (8/15/13)
- Rusty Graham, Instructor-Fire Protection/Emergency Preparedness Technology (8/15/13)
- Chastity Page, Instructor-Associate Degree Nursing, (1/2/14)
- Kelly Vass, Instructor-Dietetic Technician Program (8/15/13)

**Full-time Staff**
- Michele Avendano, Human Resources Specialist (8/28/13)
- Trenton Champion, HVAC Technician (9/3/13)
- Sharon Greely, Housekeeper (11/13/13)
- Jerome Harris, Dye Lab Technician-Textile Technology Center (10/1/13)
- Bentley Holt, Assistant Program/Music Director-WSGE Radio (10/21/13)
- Tracy Hutchens, Technology/Data Support Specialist-Student Services (8/19/13)
- LeAnne Johnson, Housekeeper (8/1/13)
- Marshall Knox, Housekeeper/Floor Maintenance (8/12/13)
- Holly Lambert, Secretary-Community Education/Traffic School (1/6/14)
- Marlo Lipscomb, Housekeeper (8/1/13)
- Rachel Price, Housekeeper (8/1/13)
- Johnny Wong, Analytical Chemist-Textile Technology Center (10/1/13)

**Part-time Permanent**
- Whit Preston, Adjunct Evening Librarian (8/12/13)
- Patty Robinson, Student Services Specialist-Lincoln Campus (10/1/13)

**Full-time Temporary**
- Randy Hayes, Network Infrastructure Specialist-Tech Services (8/1/13)
- Travis Hogue, Network/PC/AV Technician-Tech Services (8/1/13)

3. Position Changes

**Full-time Faculty**
- Laura Hines Dellinger, Instructor-Developmental English/Reading (8/15/13)
- Jason Moir, Instructor-Biology (8/15/13)

**Full-time Staff**
- Leslie Berryhill, Senior Microscopy/Materials Engineer-Textile Technology Center (12/2/13)
- Randy Clemmer, Institutional Research Analyst (7/1/13)
- Misti Elting, Student Recruiter/Enrollment Specialist, KC (8/15/13)
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- Guyann Fraley, Administrative Assistant to the Vice President for Academic Affairs (10/28/13)
- Alyson Jordan, Receptionist-Arts & Sciences (9/5/13)
- Teresa Morgan, Senior Physical Testing Specialist-Textile Technology Center (10/1/13)
- Charles Reid, Polymer and Extrusion Specialist-Textile Technology Center (10/1/13)
- Alicia Stevenson, Physical Testing Specialist-Textile Technology Center (10/1/13)
- Khleam Villanueva, Secretary-Student Services (Welcome Desk) (12/2/13)
- Melisa Walker, Secretary-Student Services (Persistence and Retention) (12/2/13)

4. Retirements

- Larry Armstrong, Housekeeper (8/1/13)
- Bernadette Cody, Instructor-Developmental Reading (1/1/14)
- Kay Crow, Administrative Assistant to the Vice President for Academic Affairs (11/1/13)
- Dianne George, Chair/Instructor-Associate Degree Nursing (1/1/14)
- Dr. Linda Greer, Vice President for Economic and Workforce Development/Marketing and PR (1/1/14)
- Ann Harmon, Instructor-Office Administration (9/1/13)
- Marcene Jones, Administrative Assistant-Dean of Arts and Science (2/1/14)
- Donna Nichols, Secretary-Community Education/Traffic School (12/1/13)
- Wray Rankin, Safety Coordinator (7/1/13)
- Judy Yates, Counselor (10/1/13)

5. Announcements

- March 3-7, Faculty/Student Break
- April 17, Faculty/Student Break
- April 18-21, College Closed: Holiday
- April 22, Faculty/Student Break

Economic and Workforce Development – Mr. Todd Baney, Dr. Silvia Patricia Rios Husain, Dr. Don Ammons

Services to Business and Industry

1. From July 1, 2013 - January 8, 2014, the Small Business Center has met with 85 business clients in 130 separate counseling sessions.

2. The Small Business Center is currently meeting with 58 clients across both Gaston and Lincoln Counties.

3. The Small Business Center will co-host with the Montcross Area Chamber a series of five seminars on Using Social Media to Improve Your Business. This series of classes started at the Kimbrell Campus (KCC 219) on Tuesday, January 14, 2014. NOTE: A similar series was held at the Lincoln Campus in December 2013 with excellent attendance.

4. Corporate Education is in the process of developing four new Customized Training Projects:

   a. Wix Affinia (The current project is closing and immediately opening a second one for on-going training.)
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b. Firestone Textiles

c. Owens Corning (Representatives from the construction company and the Owens Corning project manager will use space in the Dalpiaz Building while the construction phase begins at the new facility.)

d. Caterer North America (Lincoln County)

5. Corporate Education continues to work on multi-training requests from 14 Customized Training Projects.

6. Corporate Education Budgets
       a. Utilizing 80% of Budget 364 funds to-date in order to assist with training needs of non-Customized Training Projects.
       b. Using 359 Budget to train GC faculty who will be available to instruct classes for Business and Industry as needed. (Ms. Donna English in Solidworks ($2205) and Mr. Mani Memari in Electrical/Control Logix ($3415))

7. Nine students graduated from the Truck Driver Training program on December 20, 2013.

8. Community Education will offer several new medical courses, including Activity Director, Professional Coder’s Certification, and Medication Aide.

Basic Skills

1. 822 persons graduated with their GED in 2013. This shattered the previous record of 757 GED graduates set in 2001. The new GED test is now being administered.

2. HRD is working closely with the NC Back-to-Work program to provide the required HRD components in order for students to be eligible to enroll in CNC or Truck Driver Training.

Public Safety

1. The Department for EMS Education underwent a site visit for national accreditation in early November. Final accreditation should be granted at the next review meeting in March 2014.

2. Changes are being submitted to the Fire Protection Technology Program to reduce the number of credits needed for graduation, and add a Certificate and Diploma program to allow students options.

3. The RESTC/Fire and Rescue Department is working through changes announced by the NC Fire and Rescue Commission firefighter certification program effective 2015. They are offering classes to ensure local firefighters have opportunities to complete certification under the current certification model.

4. The twenty-two BLET students in the day class took the state exam on December 18, 2013; twenty-one students passed on the first attempt and one student passed the retest on December 20, 2013.
Finance

1. Current Year 2013-14 Budget
   a. January 14th the System Office issued a reversion notice requiring Colleges to return a total of $5,307,670. The reversion reduces current year State funding. Gaston College will revert $123,815. The reversion will be funded with budget from lapsed salaries and any operating pool funds remaining at the end of the year. With this in mind, please monitor your State operating budget pool expenses.

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

2. 2014-15 Budget
   a. Instructions to prepare operating pool and contractual service budget requests for the 2014-15 fiscal year will be sent to budget managers at the beginning of February. Completed forms are due on or before February 28th.

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

3. Financial Audits

   During the last quarter of 2013, the College, Foundation, and Radio Station financial statements were audited by external auditors. The auditor opinions issued by the auditors were all unqualified and included no management recommendations.

4. Purchasing
   a. Recently the Department of Administration, Division of Purchasing and Contract in Raleigh revised their purchasing manual. Thus, Gaston College Purchasing is in the process of rewriting our purchasing manual reflecting the changes made by the state.

   b. Purchasing had its first audit in over ten years. Overall the audit was good; however, there are some notable changes coming.

   c. The state has revised the maximum limit allowed on blanket purchase orders to $5,000. After the maximum is reached, all requirements should be met using e-Procurement orders.

5. Purchasing Year-end Processing
   a. The last day to place purchase orders for FY 2013-14 will be April 25, 2014.

   b. All non-essential blanket purchase orders will be canceled on May 16, 2014.
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c. All essential blanket purchase orders will be canceled on June 6, 2014.

d. The Purchasing Department will complete all year-end close-out tasks by June 20, 2014. Any purchase orders not received by June 20 will be canceled.

e. The last day to send bid requests over $10,000 will be February 21, 2014. Please allow two months for bid processing, plus 6 to 8 weeks to receive the goods.

f. The last day to send bid requests for less than $10,000 to the Gaston College Purchasing Department will be March 21, 2014.

Facilities

1. Completed projects

   a. Harney Hall Roof Replacement – Kimbrell Campus

   b. Myers Center SGA Renovation

   c. Esthetics Classroom and Lab - Kimbrell Campus

   d. Café Floor

   e. Replace Deaerator Tank in Main Boiler House

2. Current projects

   a. PTI Renovation – Phase I – Welding and Machining

      i. The preliminary design is complete and submitted to the State Construction Office for review.

      ii. Detailed design is in progress.

   b. Campus Police Relocation

      Renovation of space in CET (Rm. 122) is complete; relocation to take place by early February.

   c. Myers Center Auditorium Conversion to Flex Space

      i. Demolition complete.

      ii. Floor installation in progress.

   d. Center for Advanced Manufacturing (CAM)

      Architect selected; preliminary design is in progress.
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e. New Elevator for CAS

   I. Design complete.
   II. General Contractor selected and requests for permits submitted.

f. Roof replacement and rehabilitation at CET

   I. New roof on breezeway complete.
   II. Rehabilitation (repairs to insulation and application of protective coating) for middle building in progress.

Technology Services

1. Print Management

   a. Print management was implemented in July of 2013.

   b. The first semester went really well.

   c. A total of $1,941.65 has been collected from college departments and students since the implementation to offset printing costs.

   d. Monthly printing reports are being distributed to the Deans.

   e. Any unusual transactions are reported to the appropriate Dean each Monday.

   f. Spring of 2014 has started well for Technology Services.

2. Smart Board Installations have been completed as follows:

   a. One at Albright Public Safety.

   b. Two at Lincoln Campus.

   c. One at Kimbrell Campus.

3. Video Equipment

   Video equipment has been purchased for recording Professional Development campus-wide meetings and to support classroom needs; training is underway.
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Bookstore

1. Point of Sale Upgrade

The Bookstore’s point of sale (POS) system will be upgraded and merged with Follett’s CourseWorks Textbook Management System in March. This will increase efficiency and add a rental module for in-store rental capabilities. Presently, we offer third-party rentals on the GC Bookstore website.

2. Graduation

The Bookstore will partner with the Registrar’s Office to help facilitate the commencement ceremony on Friday, May 16, 2014 at Bojangles Arena. All cap & gown units for graduating students and faculty rentals will be ordered through Herff Jones Company. All graduation products will be picked up from the bookstore locations on each campus.

3. Digital Course Materials

The on-going push to expand the sale and use of course materials delivered digitally continues. We are continuing to stay on top of developments as they continue to shape future E-Book delivery direction. The bookstore is already preparing to work with state initiatives in this area and monitoring the progress. We partnered and worked with the Developmental Department on the roll-out of the successful DMA program for fall 2013. We will be doing the same for the DRE program scheduled to begin in the summer of 2014.

4. Expanded Bookstore Opening

The Bookstore was open on Saturday, January 4 for the convenience of our students during the rush period. The feedback was positive, and we plan to offer this service in the future. The support of Financial Aid and the Business Office during the Saturday opening contributed to the “full service” delivery aspect.

5. Year-End Inventory

The Bookstore will close for year-end inventory the week of June 24-30, 2014.

Café

1. The Café will close for the summer on May 13; there will be a variety of snacks in the bookstore to choose from during the summer term.

2. The café continues to work on efficiency in the operating costs of labor and food. We are planning for increased catering business once the Myers Center conversion is complete.
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Student Services – Dr. Silvia Patricia Rios Husain

By the Numbers:

1. The estimated spring headcount is 5550 (a decrease of 2.3%) and the FTE is 2179 (a decrease of 5.7%). The final headcount for spring 2013 was 5184 and the final FTE was 2305.

2. Admissions received 1849 applications for spring 2014. Out of the 1849 applications, 709 or 38% actually registered for courses. Thus far, 725 applications have been received for fall semester 2014.

3. The Student Emergency Assistance Program awarded $10,256 in emergency assistance for tuition, books, or supplies for fall semester 2013.

4. A total of 1054 Student Persistence and Success Plans (early alerts) were submitted and assigned to Divisional Success Coordinators during fall semester 2013 to address issues of attendance, poor academic performance, personal problems, etc.

5. 147 TRIO students served in the third year of the grant, 127 students persisted, an 86% persistence rate.

6. A total of 293 students (90 unique) attended at least one of the 32 ACT or TEAS test-prep workshops offered during the fall 2013 semester.

7. TRIO Food Bank provided 180 bags of food to GC students in need over the past year.

8. During the spring 2014 registration period, the Counseling Center had 2840 visitors, which is 10% more student visitors compared to the spring 2013 registration period.

9. Lincoln Campus counseling services assisted 854 students during the spring 2014 registration period.

10. The Financial Aid Office has received 8226 FAFSAs for the 2013-14 award year.

11. Intelli Response: ASK GC - Average of 1100 plus questions per month with a 95% correct answer rate.

12. 238 students submitted Aid Scholarship applications. The deadline is February 16.

13. 31 students participated in the Men of Excellence - Minority Male Mentoring Program.

14. There are ten recipients participating in the David Belk Cannon Mentoring Program.

15. The Disability Services Office worked with 110 students fall semester 2013.

Activities and Initiatives:

1. Recruitment initiatives for the spring semester 2014 included: CACRAO Ed-Op tours, Adult Learner College Fair at the Gastonia Main Library, Gaston County Schools Career Expo, Parent Curriculum Night, and Dixon Benefit Fair.
2. Additionally, the Admissions Office hosted an Educator's Breakfast for local educators, Free College Day for prospective students, and multiple campus tours. Collaborated with North Star Marketing and launched a Facebook advertising campaign.

3. The Financial Aid Office had a smooth beginning to the spring semester 2014. They provided support to the Bookstore for Saturday book purchases on January 4.

4. The Financial Aid Office will host FAFSA Day on Saturday, February 22, for Gaston and Lincoln County high school seniors.

5. The Student Handbook has been redesigned and built by Acalog. It is available on the Gaston College Website.

6. The Strategic Enrollment Management plan is being reviewed.

7. Student Affairs is in the process of re-organizing to put more emphasis on student engagement and retention at the first point of contact and at crucial momentum points.

**Conclusion**

Mr. Todd Baney announced that the Campus Police had moved to CET 122 and thanked those involved with the move. This will enable the space previously occupied by Campus Police in the Pharr Trade and Industrial Building to be included in the renovations taking place.

Dr. Skinner thanked everyone for the excellent work done to push forward the Strategic Plan Initiatives and Goals.

There being no further business to bring before the President's Cabinet, the meeting adjourned at 4:20 p.m. The next meeting of the Cabinet will take place May 1, 2014, at 3 p.m., in DBC 260.

Respectfully submitted,

Mary Ellen Dillon

Mary Ellen Dillon
Recording Secretary