Minutes of the President’s Cabinet Meeting
May 9, 2013
3 p.m., DBC 260

Present:
Ms. Julia Allen
Dr. Don Ammons
Mr. Todd Baney
Dr. Terry Brasier
Ms. Tonia Broome (H. Woodson)
Mr. Sam Buff
Ms. Michelle Byrd
Dr. Rex Clay
Mr. Virgil Cox
Dr. Dewey Dellinger
Ms. Adele Earls
Mr. John Erickson
Dr. Linda Greer
Dr. Joe Keith
Mr. Wesley Landrum
Chief Billy Lytton
Mr. Conrad Martin
Dr. John McHugh
Ms. Savonne McNeill
Ms. Jennifer Nichols
Ms. Alisa Roy
Ms. Judy Schneider
Ms. Audrey Sherrill
Dr. Patricia Skinner
Dr. Sharon Starr
Ms. Libby Stone (H. Cooke)
Mr. Peter Szanton
Ms. Amy Weisgerber (K. Wyont)
Ms. Susan Whittemore
Mr. Chuck Wray

Absent:
Mr. Bruce Cole
Dr. Silvia Patricia Rios Husain
Dr. Karen Less
Ms. Cynthia McCrory
Ms. Stephanie Michael-Pickett
Ms. Tanisha Williams
Mr. Charles Wilson

Others Present:
Ms. Cherry Deal
Ms. Carol Denton
Ms. Mary Ellen Dillon
Ms. Sylvia Dixon
Mr. Calvin Shaw

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. The in-coming Faculty Senate President, Mr. Calvin Shaw, was introduced, as was new President’s Cabinet member, Mr. Conrad Martin, Learning Center Director. Dr. Skinner asked that each member of the Cabinet introduce themselves and the departments they represented.

Topics of Current Interest

College News and Budget Update – Dr. Patricia Skinner

1. Dr. Skinner thanked the Faculty and Staff Senate Presidents for the great job they did in 2013-14.
2. She informed the Cabinet that two members were leaving the College, Dr. Sharon Starr, Dean of Health Education, and Dr. Terry Brasier, Director of Admissions and Enrollment Management. She thanked them both for their many contributions to the College and wished them well in their new endeavors.

3. News regarding the County Budget through Jan Winters:
   a. A 5.4 cent increase in taxes has been proposed to cover debt service.
   b. The funding requested, $170K, for the Kimbrell Campus will be included in the budget as a new obligation.
   c. The County cannot restore our capital funding as requested; it may remain at last year’s level.

4. News regarding the NC State budget:
   a. May 9 is the Senate budget deadline, but it may be delayed. The new budget is not good news. The House should have the budget by May 31, then the Conference Committee by June 10. The final budget should be ready around June 30.
   b. Although the State is not bad financially, they are holding cash for Medicare and things in the future. With that said, we may only get our cash in June.
   c. The fiscal year 2013-15 biennium will be flat in terms of revenue, and the Governor’s provisions make the 2-year rolling average permanent. A three year rolling average would be much better for GC.

5. January 1, 2014, a new GED test will begin to be used. Pearsonview used to have a monopoly on this test, but McGraw Hill has come into the picture recently with their GED test. Additionally, prison programs may eliminate GED and go with Adult School. Look for more information to be coming out soon.

6. An ADA investigation in South Carolina found that most colleges are not ADA compliant with their web sites. This is something GC will look at with the redesign of its website.

7. The NCCCS went over some program audit issues:
   a. The auditors will be giving more periodic updates to keep Colleges in the know about potential issues.
   b. Whiteout use on any program attendance reporting document has been an issue.
   c. BLET sponsorships that are rescinded have been an issue at other colleges.
   d. Clinical hours need to be as scheduled not counting breaks; this is not an issue for GC.
   e. CU classes need to be sixty-minute hours, which is not an issue for GC.

8. The HB 937 Gun Bill is a concern for campus. It has passed the House and will now go to the Senate. It would allow someone to have a handgun in a locked vehicle on a community college campus. This is a concern for us with ECHS students, and all students on campus. More information will be forth coming.

9. The Education Cabinet at the State level has been reinvigorated. It is supposed to meet annually, and its key priorities are: branding education, goals and objectives, strategic plans, create unity in budgeting, efficiencies and effectiveness, IT, talent and workforce development, changes in economic development and commerce (public-private partnership).

10. Customized training – Community Colleges need to continue to be the leaders in workforce development.
Achieving the Dream (ATD) and Completion By Design (CBD) Progress – Dr. Dewey Dellinger

1. Dr. Dellinger related that the ATD and CBD initiatives are both concerned with student success and overlap in many areas.

2. The main problems across the country related to student success have been: little up-front career or college planning, program paths that are unclear and have too many choices, students’ progress is not monitored, and there is limited ongoing feedback and support.

3. A handout was distributed from CBD related to paths where students get lost and momentum strategies to keep students moving forward to completion. The handout will be included with the minutes.

4. Dr. Dellinger talked about Quantitative Data Findings which revealed that getting students to Gateway classes is the challenge.

5. Qualitative Data Findings revealed that the Writing/Learning Centers, TRiO, and Title III are all helpful, faculty/staff need more engagement with students at the college, students need to know about resources available to them, and lack of communication through e-mail all affect a student’s time to getting a degree. It also revealed issues with advising, sequencing of programs, developmental course requirements, transportation, and other life happenings that effect completion time.

6. Three priorities have been established:
   a. Increasing the percentage of new students successfully completing their developmental sequence.
   b. Closing the achievement gaps among African American students in Developmental and Gateway courses.
   c. Improving the term to term (persistence) retention and completion of students through advising and more structured Transfer pathways

7. Gaston College is a pilot for Credit When It’s Due which is a Reverse Transfer program. We will be implementing a more automated batch degree evaluation process to determine completers who don’t know they are completers.

8. GC’s Implementation Proposal is due to ATD on May 20. More focus groups will be conducted if needed.

9. Dr. Dellinger thanked Mr. Szanton, Ms. Whittemore, and all involved with the ATD and CBD endeavors to work for ways to improve student success.

Enrollment Update – Ms. Audrey Sherrill (Dr. Silvia Patricia Rios Husain was out sick.)

1. Enrollment for spring 2013 was only down 2.6% which was a result of the significant strides taken by all of Student Services.

2. Fall 2013 applications look good, but call campaigns to students will be implemented, three College nights for student information planned, and coaches to help students with enrollment processes will be available to bolster enrollment.

3. Dr. Brasier is talking to IT about access to students e-mail accounts which would make it easier for us to reach them.
4. Multiple Measures will go live on May 30.

Affordable Health Care Act – Ms. Carol Denton

1. As of January 1, 2014; the next provision of the Affordable Health Care Act (AHCA) will go into effect. Ms. Denton stressed that the new law is complicated and there are several aspects that have yet to be determined regarding its implementation; however, the HR Department felt compelled to provide an overview of the AHCA based on available information and the potential impact it could have on the College.

2. One component of the AHCA deals with the minimum number of work hours a part-time employee must work to be eligible for health care (e.g., 30 hours or more a week, or over 120 hours a month). This presents an issue for part-time faculty due to the difference in work schedules and requirements. The law requires that employers establish a “reasonable method” to determine eligibility, which the College will finalize as soon as possible based on any additional information and guidance from agencies such as the IRS. Ms. Denton presented a “possible” method to determine part-time faculty eligibility, but a “final” method will be adopted as soon as possible.

3. The AHCA requires employers to establish a measurement or “look-back” period of a part-time employee’s work hours to determine his or her health care eligibility as of January 1, 2014. Ms. Denton presented a possible measurement period of August to December 2013, which will be finalized and communicated as soon as possible.

4. The College anticipates budget constraints for 2013-14, which further lessens any possibility of providing health care coverage for any part-time employees. Additionally, the College would not have funds for any associated penalties for non-compliance.

5. The HR Department will continue to monitor additional information and guidance regarding the implementation of the AHCA and provide further updates and recommendations as possible and appropriate.

Developmental Education Initiatives – Ms. Cherry Deal

1. Ms. Cherry Deal updated the Cabinet regarding progress with the Developmental Math Modules for summer and fall. The No Show date is the first day of class and a significant effort is being made to alert students they must be there, or they will be dropped. E-mails have been sent already and will be sent again before the first day of class. No Show’s will be sent an e-mail the first day of class telling them they must do an assignment and submit it by midnight to remain in the class.

2. In previous years, the class syllabus could be covered during class time, but that is not possible any more. Students must read the syllabus as an assignment and receive a 100% on a syllabus test before event being allowed to take the first math test. The students will take lecture half the time and lab work the other half. Traditional classes have been set up for summer for those receiving VA benefits. It is hoped that by fall 2013, a waiver will be in place allowing students with VA benefits to take whatever class format they desire and still receive benefits.

3. Developmental math students will be taught how to do decimals with and without a calculator as some college placement tests do not allow calculators. Developmental math instructors are working on having their online classes SAIL certified.
4. The NC Diagnostic Assessment and Placement test will be implemented on May 30 and some students may take the test and place out of Developmental classes. Class numbers will be monitored to see if they are affected by this test.

5. Implementation of Developmental Reading and English (DRE) modules will be done together, with a start date of 2014. Work is beginning on the structure and pace of this new curriculum. A Beta test period will be held previous to the start date.

Administration Reports

Development Office – Ms. Julia Allen

Foundation

1. Scholarship Efforts

   a. Scholarship criteria and amounts to award reviewed and updated in STARS
   b. New scholarship funds in discussion with potential donors – both endowed and un-endowed

2. Donor Relations/Stewardship

   Events held this quarter include

   i. Donor Appreciation Event in collaboration with Textures & Tones - April 18, 2013
   ii. Hosted Gaston Together Luncheon – April 24, 2013
   iii. David Belk Cannon Scholars Luncheon – April 30, 2013
   iv. Hosted CEO Roundtable – May 7, 2013

3. Fundraising Efforts

   a. Gifts received through March 31, 2013 include:

      i. $44,700 Endowment
      ii. $39,950 Scholarship
      iii. $8,083 Student Emergency Assistance Fund
      iv. $21,250 Designated/Program Specific
      v. $8,256 Unrestricted

   b. Run for the Money was held on Saturday, April 20, 2013 and Gaston College was a star participant. All dollars raised will be for the Student Academic Assistance Fund and the luncheon to award gifts to participant organizations is being held on May 23.

4. Foundation Administration

   a. New check request, purchase order and reimbursement procedures established.
   b. New guidelines for requesting foundation funds have been established and approved by Executive Council. Request documents are attached for reference.
   c. The Foundation’s budget for FY 13/14 will be completed by June 30, 2013. Anyone seeking funds from the Foundation for FY13/14 needs to make their requests before that time.
Corporate & Foundation Relations

1. Grants Received

   Project ELITE (Early Literacy Intervention Techniques Education) - $26,942 from the North Carolina Community College System Early Childhood Education Fund.

2. Grants Applied For/Pending

   Global Imprints - $150,000 from the National Endowment for the Humanities.

3. New Initiatives

   Corporate giving program is being developed.

Human Resources – Mr. Todd Baney

1. Currently, there are five open positions.

2. The HR report lists the College’s new faculty and staff hires, position changes, and retirements.

3. May 13 – Start of Summer Flex Schedule/36-hour workweek for staff (Monday-Thursday/8 a.m.-6 p.m.)

Kimbrell Campus and Textile Technology Center – Dr. Joe Keith

1. Textiles

   a. Information covering the last three months.

      i. Performed services for 114 customers.
     ii. Added 32 new customers.
     iii. Had three training sessions for textile customers.

   b. Initiated customized training programs for Pharr Yarns and Gildan.
   c. The Textile Center was featured prominently in the NCCCS’s 50th Anniversary video.
   d. The Kimbrell Campus had safety training for HAZCOM and BBP.
   e. Hosted the Carolina Alpaca Breeders and Owners for a weekend event focused on animal husbandry.
   f. Hosted the Southern Textile Association Winter Technical Seminar
   g. For the fiscal year, the Textile Technology Center invoiced revenues are down 2.6% compared to last year.

2. The Kimbrell Campus is planning for the Esthetics program starting in the fall.

3. The Kimbrell Campus hosted the Gaston County Schools middle school Battle of the Books.
Faculty Senate – Ms. Susan Whittemore

1. Ms. Julia Oesterle, the new Special Needs Counselor, introduced herself to the Faculty Senate. She welcomes faculty to meet with her to discuss student needs.

2. Ms. Cherry Deal, Director of Developmental Education, gave details on the developmental education initiative, highlighting the changes of the developmental math classes.

3. Ms. Angie Rudd attended the Virtual Learning Community E-Text Symposium for the Faculty Senate and provided the following report:
   a. Some classes in the VLC have used e-texts as a pilot.
   b. E-texts can save students 27% over the cost of a hardback book.
   c. There are some learning issues that need to be examined.
   d. There are cheaper alternatives, such as printed books without images.
   e. VLC is encouraging the use of e-texts.

4. New Faculty Senators for 2013 – 2014 include: Mr. Scotty Brooks for Engineering, Ms. Liz Godfrey for Health Sciences and Public Safety, and Ms. Leslie Martin for Business and Information Technology.

5. The Faculty Senate held elections for the 2013 – 2014 officer positions.
   a. President is Mr. Calvin Shaw.
   b. President elect is Ms. Kimberly Pennington.
   c. Secretary is Ms. Heather Bruch.
   d. Treasurer is Mr. Scotty Brooks.

6. The Faculty Senate was proud to work with the Staff Senate this year and would like to extend thanks to Ms. Adele Earls for all of her hard work and dedication to supporting and working with the Faculty Senate this year.

7. The faculty senate hopes to continue this relationship in the future.

Staff Senate – Ms. Adele Earls

1. Staff Senate is seeking nominations for new Senators. The new Staff Senate term begins in July 2013. Any staff or faculty member can nominate someone. Staff Senate would love to have representation from all areas and divisions! E-mails will go out shortly requesting nominations; Mr. Ben Dungan and Mr. Doug Bradley are co-chairs of the nomination committee. Once all the names are submitted, the general staff will be invited to vote via Survey Monkey. New Senators will be welcomed at the July meeting, and an e-mail will be sent out announcing the new Senate.

2. Staff Senate was thrilled to have such amazing finalists for the Staff Excellence Award!

   Ms. Carol Faust was our overall winner, and Mr. Jeff Switzer, Ms. Lis Doggett and Ms. Kristin Hyslop were all recognized as well during the Faculty/Staff Employee Recognition Day held on April 5, 2013.

3. The Faculty/Staff Customer Service Recognition programs kicks off in May. Emails will be sent out explaining the process. An automated nomination form is available via GC’s intranet. To nominate a coworker, simply complete the form and your co-worker will immediately be sent an email with the recognition information as
well as their supervisor. In addition to the email recognition, their name will be publicized at the end of the month in an email with the other employees who have been recognized for that month. They will also be included in a drawing and one lucky person who has been recognized will have their very own parking space (located close to their building) for the following month.

4. Ms. Joyce Crumpton will be Staff Senate President for the 2013-2014 academic year.

5. The next (and last) meeting of the 2012-2013 Staff Senate is scheduled for June 13, 2013 in ML 226.

Updates from the Vice Presidents

Academic Affairs – Dr. Don Ammons

1. The Gaston College Writing Center has gone paperless with the use of iPad technology to maximize efficient record-keeping necessary for FTE reporting, to allow hands-on technology-based instruction during coaching sessions, and to document student progress. A research and methods course was added to the Biotechnology curriculum to allow student to be involved in undergraduate research interactions strategically modified to accommodate various learning styles.

2. Student Employment and Cooperative Education hosted the first annual “March into Your Future” Career Week where workshops were offered to students and graduates the week prior to Career Day. Career Day on March 20 had over 400 attendees and 50+ employers. Feedback from the event was very positive.

3. Gaston Early College High School will have its first graduating class this spring. Twelve students are slated to graduate with a high school diploma and eight of those also with a high school diploma and an A.A. degree.

4. The Health Science Career Day for the Lincoln County Schools and Lincoln Charter Schools was held in DBC on March 1 with approximately 500 students attending.

5. The Health Promotions Committee’s initiatives have been recognized at the Platinum Level by the Cabarrus Health Alliance through their Start With Your Heart grant program.

6. The Health and Fitness Science program has seven graduates from our inaugural class. Students in the Health and Fitness Science programs had a 100% pass rate on the ACSM Personal Trainer Certification Exam.

7. Gaston College is a pilot college for Credit When It’s Due, which is a reverse transfer initiative, aimed at improving community college completion rates.

8. A new industrial operator’s apprentice program is being created with a local company. It is expected to be a prototype for future programs.

9. PBL is off to national competition in June. Six students qualified for the national competition which is going to be held in Anaheim, California.

10. New Program Opportunity, Health Care Business Informatics, is in process, with implementation in Fall 2014.

11. The Business and IT Division will upgrade to Windows 8 and Office 2013 in fall 2013, staying on top of the latest technology.
12. The Accreditation Council for Business Schools and Programs and Gaston College proudly announced that Ms. Jamie H. Conrad, Business Instructor at Gaston College, received the 2013 Teaching Excellence Award for the Southeastern Council for Business Schools and Programs (ACBSP Region 3). As a regional recipient, Jamie will now be considered for the 2013 ACBSP International Teaching Excellence Award, to be announced in June.

13. Mr. George Hendricks has successfully recreated a Tau Alpha Pi chapter (Engineering Technology Honorary Society) at Gaston College. In the past, Gaston College had the first such chapter in North Carolina.

14. The Math Lab in CET 114 is open 1:00 p.m. – 5:00 p.m., Monday – Thursday. This is primarily DMA math help, but curriculum and Life Skills students have also been served. Service is to be expanded on the Lincoln Campus for fall 2013 semester.

15. Lincoln Campus: 1) Articulation Meeting between Lincoln County School System, Gaston County School System and Gaston College on the Dallas Campus, April 9, 2013. 2) Collaboration of Learning Center, Writing Center, Counseling and SGA for a Stress Less Fest on the Lincoln Campus on May 7, 2013. 3) Plans to have an Open House on the Lincoln Campus, summer 2013. 4) Presentation of Gaston College and the Career and College Promise program on March 18 to home school students and parents. 5) Presentation regarding Career and College Promise to Lincoln County Public Schools on March 7, 2013.

Economic and Workforce Development/Marketing – Dr. Linda Greer

Services to Business and Industry

1. The BioNetwork Learning Solutions Center (LSC) has produced seven new science-based videos demonstrations in the past two months as well as producing all the webinars for the Developmental Math initiatives, which can be found at www.successnc.org. The LSC received “Best of Show” for a non-vendor for its Pipetting e-learning course at the eLearning Guild’s Learning SolutionFest 2013.

2. ServSafe classes will be offered on a regular basis to help food service providers meet the new guidelines which will become effective 1/1/14. The next class will be held 6/11/13 - 7/25/13 from 6-8 p.m. in DSC 208. Contact Ms. Marty Farmer for additional information.

3. The Business & Industry Outreach Team (BIOT) has been expanded to include members from Gaston and Lincoln Economic Development Commissions as well as a representative from the Gaston Regional Chamber.

4. The Small Business Center (SBC) has 72 active clients. Since 7/1/12, SBC clients have started seven new businesses; created 123 new jobs; retained 8 jobs; invested $3,993,665; and increased sales by $3,037,814.

Basic Skills

The “Challenge the GED” initiative has been very successful, with 74 students taking the Spanish version in February, and 141 students taking the challenge in April.

Public Safety

1. The Department for Emergency Medical Science Education hosted a presentation by Mr. Jamie Todd, Clinical Education Manager of ExMed Global Medical Services. Mr. Todd also met with EWD administration about the possibility of developing a partnership to offer highly-specialized medic training for remote areas all over the world.
2. The Criminal Justice Academy is providing training to the Mooresville Police Department on the topic of Pursuit Driving, with the College providing the instructors and earning FTE’s for the instruction.

3. On April 25, 19 officers took their state exam for Speed Measure Instrument (RADAR) recertification, with all 19 passing on the first attempt.

4. Firefighter certification classes are well attended and continue to provide quality training to firefighters within our service area as well as attracting students from several surrounding counties.

Marketing/Public Relations

1. A comprehensive marketing campaign for summer 2013 was developed and implemented which focuses on Visiting University students who want to take a summer course(s) and transfer credits. May 15 is designated as Visiting University Student Registration day.

2. An aggressive marketing campaign will be implemented this summer with the focus on increasing enrollments for fall 2013. Strategies include (but are not limited to), movie theatre screens, maximum use of internal resources (web page, radio station, electronic board, on-hold message) “Register Now” banners and yard signs; on-line ads in the Gaston Gazette and Charlotte Observer; distributing fliers to current students; and exploring the possibility of a direct mail campaign and Facebook advertising.

Finance and Facilities – Ms. Cynthia McCrory

Finance

1. Purchasing

   Purchasing Cutoff Dates

   i. The last date to place purchase orders for FY 2012-13 was April 22, 2013.
   ii. All non-essential blanket purchase orders will be canceled on May 23, 2013.
   iii. All essential blanket orders will be canceled June 17, 2013.

2. Budgeting

   a. The Governor released his proposed 2013-14 budget on March 20, 2013. The legislature’s goal is to have the 2013-14 budget approved during June. Once approved, the System Office will prepare College-specific funding details, which should become available to the Colleges in July or August.
   b. Budget Pools using state funds are now closed for the year. There may be some account activity as we pay outstanding invoices and make year-end adjustments. There may be limitations on what can be paid in June, so please forward invoices for payment as soon as possible.

3. Payment Process Management

   a. The Business Office recently completed a campus-wide review of credit card handling processes. The review resulted in a number of process changes as well as the addition of new locks and security cameras.
b. With the completion of the credit card review, the business office will begin a campus-wide analysis of cash and check handling procedures. The first step in this process is a survey sent to all staff, faculty, and advisors, to confirm our list of people that come in contact with cash and checks.

Facilities

1. Completed projects

   New Sidewalk from Robinson Building to Wyss Tower

   The project was completed during the Spring Student/Faculty Break.

2. Current projects

   a. Harney Hall Roof Replacement – Kimbrell Campus

      i. Brick side wall repair and sealing work is complete.
      ii. Installation of new roof is in progress.
      iii. Completion is expected by the end of May.

   b. Myers Center SGA Renovation

      i. The project includes renovating the old testing center space in the Myers Center Student Services area into SGA work space, offices and conference room.
      ii. Demolition is complete.
      iii. Construction phase is in progress.
      iv. Completion is expected by the end of May.

   c. Esthetics Classroom and Lab – Kimbrell Campus

      i. The project includes renovating the Rooms 114A and 114B into a dedicated classroom and teaching lab for the Esthetics program.
      ii. Construction contract has been awarded.
      iii. Construction will begin after May 16th.
      iv. Completion is expected by the beginning of Fall Semester.

3. Planned projects

   PTI Renovation and Expansion Phase I

      i. The proposed project will remodel 16,000 square feet of the buildings existing 44,000 square feet to expand and renovate the machine shop and welding areas. The renovations will also include upgrades to the electrical and mechanical systems. An unheated covered storage area of 6,300 square will be added to the exterior.
      ii. Architect selection is underway. Interviews of four finalists are scheduled for May 6.
4. Building Maintenance and Improvement Projects

   a. Myers Center Elevator Overhaul
      
      i. Project postponed for funding of full replacement for ADA compliant elevators.
      ii. Preliminary design for new elevators at the Craig Building and Myers Center is in progress.

   b. Fill in Sunken Area in Café (ADA Accessibility).
      
      i. Construction contract has been awarded
      ii. Construction will begin after May 16th.
      iii. Completion is expected by the beginning of the fall semester.

   c. Replace Deaerator Tank in Main Boiler House
      
      i. Replacement contract has been awarded.
      ii. Installation will begin as soon as equipment is on-site (expected 10-12 week delivery).
      iii. Completion is expected before the Fall heating season begins.

   d. Update Building Automation Controls for Rauch, Morris Library, and Albright Public Safety
      
      i. Albright and Rauch are complete.
      ii. Morris Library is scheduled for May.

Technology Services

1. Print Management Coming To GC

   a. During the summer of 2013, Gaston College will be moving to a new print management system for Curriculum, Basic Skills and Continuing Education Students in all computer labs and libraries on the Dallas, Lincoln, and Kimbrell Campuses. This system will fulfill many printing requests made by Gaston College students, including wireless printing.
   b. In brief, authenticated lab users will have a semester printing allowance and will have the ability to utilize the system by sending any print requests to a queue of printers, then retrieving their print jobs from the printer of their choice by accessing a Print Release Station if desired. An announcement was sent to the campus community on March 25, 2013.

2. GC Classrooms Upgraded With Smart Technology

   Technology Services has upgraded 8 additional classrooms with Smart Technology. The total number of classrooms/labs/conference rooms on the campuses with such technology has grown to 39.

3. Helpdesk Expansion

   Technology Services will launch an expanded helpdesk on July 1, 2013 which will provide the capability of entering request to the following areas: Marketing, Business Office, and Facilities (Housekeeping, Grounds, and Maintenance).
4. Website Redesign

Gaston College will kick off the website re-design project in June 2013. The College has selected North Star Marketing out of Burlington, NC to assist with this effort.

Print Shop

1. The Print shop has implemented a Proof Approval Form to assist in preventing printing errors. The form will require an authorized signature.
2. The Design/Print Shop/Mailroom Pricing Guide has been made available on the Intranet under Marketing.

Bookstore

1. Graduation

We are continuing to work with the Registrar’s Office to help facilitate a great commencement ceremony on May 14. All cap and gown units are now being distributed to graduating students. All faculty who have rented their attire are picking them up from the three bookstore locations on each campus.

2. Digital Course Materials

There is an on-going push to expand the sale and use of course materials delivered digitally. (E-Books) We are staying on top of developments as they continue to change in this direction. The bookstore is already preparing to work with state initiatives in this area. We are working in-house with the Developmental Math Dept. to help communicate the new digital initiatives coming this fall of 2013 with DMA courses.

3. Summer Sessions

All textbooks adopted for the summer sessions are the on-shelf and currently ready to purchase. Financial Aid purchasing will run from May 20-30.

4. Year-End Inventory

The Bookstore will close for inventory the week of June 24-27.

Café

1. The café will be close for the summer on May 14. There will be a variety of snacks in the bookstore to choose from during the summer term.

2. The seating area of the café will close for renovations over the summer. (The project dates and details will be covered in the facilities report.)
By the numbers:

1. The estimated spring headcount is 5688 (an increase of 2.1%) and the FTE is 2339 (a decrease of 2.6%). The estimated spring numbers are compared to spring 2012. The final headcount for fall 2012 was 5705 and the final FTE was 2455.

2. There are 628 graduates this academic year (494 for the spring term).

3. The Student Academic Assistance Program has awarded $6840 in emergency assistance for tuition, books, or supplies for Spring Semester 2013. The total amount awarded for the 2012-2013 academic year is $16,459.

4. A total of 1134 Student Persistence and Success Plans (early alerts) were submitted and assigned to Divisional Success Coordinators during spring semester 2013 to address issues of attendance, poor academic performance, personal problems, etc.

5. A total of 30 TRiO students will graduate on Tuesday, May 14.

6. A total of 46 Developmental English students holistically advised this spring semester 2013.

7. A total of 114 students attended TEAS/ACT workshops spring semester 2013.

8. The Financial Aid Office has received more than 2300 FAFSAs for the 2013-14 award year.

9. Summer and fall 2013 applications are up slightly compared to summer and fall 2012. As of May 2, 2013, 1786 applications have been submitted for fall semester 2013; a slight increase from 1776 received for fall 2012 during the same time period (August to May 2nd). Applications submitted for summer 2013 semester total 927; a slight increase from 851 applications received for summer 2012 during the same time period (December to May 2).

10. The Dallas Campus Counseling Center had 2,768 visitors from February 1 to April 30, 2013. Total visitors to the Counseling Centers are up 13% in 2013, compared to this time in 2012.

11. Lincoln Campus Counseling assisted 850 students in February to April 2013.

12. The Financial Aid Office hosted FAFSA Day on Saturday, February 23, for Gaston and Lincoln County high school seniors. Over 60 students were assisted with their FAFSAs.

Activities and Initiatives:

13. As part of the Completion by Design project, SEM (Strategic Enrollment Management) Works consultants conducted a two-day site visit at Gaston College on April 15 and 16. They met with representative groups from areas across campus. Two detailed and comprehensive webinars will be conducted in June to share their findings and strategic opportunities for improvement related to enrollment throughout the students’ life cycle, including recruitment, registration, retention, and completion.

14. Document Imaging has been implemented in Counseling and Financial Aid.
15. Dr. Kim Van Wie, Ms. Joyce Crumpton, and Ms. Adele Earls will present a workshop on Holistic Advising at NACADA (National Academic Advising Association) Regional Conference in May.

16. The Financial Aid staff is planning a call campaign to students to encourage them to complete their financial aid applications.

17. Gaston College will be the title sponsor at the Gastonia Grizzlies games held on Friday, June 7 and Friday, June 28. During these games, we will have the opportunity to have a staff member throw out the first pitch, set up an information table, receive PA announcements at the ballpark, have the opportunity to have announcements on the Grizzlies’ official Webpass radio, and hand out promotional items. If you would like to participate in this exciting opportunity to promote Gaston College, please contact Ms. Misti Elting at 704-922-4267 or email elting.misti@gaston.edu.

18. An electronic sign-in system was implemented in the Counseling and Financial Aid office.

Concluding Comments

Ms. Alisa Roy informed the Cabinet that extra security has been arranged for graduation and asked the deans and directors to tell all faculty who are attending to wear their ID badges to the ceremony.

Dr. Skinner thanked the special guests for their presentations at the meeting and everyone for attending. She reminded the Cabinet members to be sure to read the reports submitted by the various divisions, departments, and Faculty and Staff Senates.

The next President’s Cabinet Meeting has not been scheduled at this time.

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

Respectfully submitted,

Mary Ellen Dillon

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Recording Secretaries