Minutes of the President’s Cabinet Meeting  
May 1, 2014  
3:00 p.m., DBC 260

Present:  
Ms. Julia Allen  
Mr. Todd Baney  
Mr. Sam Buff  
Mr. Bruce Cole  
Dr. Harry Cooke  
Mr. Virgil Cox  
Ms. Joyce Crumpton  
Ms. Jenna Deal (C. Martin)  
Dr. Dewey Dellinger  
Mr. John Erickson  
Ms. Juanita Gunnell  
Dr. Silvia Patricia Rios Husain  
Ms. Karen Jenkins (M. Byrd)  

Dr. Joe Keith  
Dr. Karen Less  
Ms. Cynthia McCrory  
Dr. John McHugh  
Ms. Savonne McNeill  
Ms. Jennifer Nichols  
Ms. Alisa Roy  
Ms. Judy Schneider  
Mr. Calvin Shaw  
Dr. Patricia Skinner  
Mr. Charles Wilson  
Ms. Heather Woodson  
Mr. Chuck Wray

Absent:  
Dr. Don Ammons  
Dr. Rex Clay  
Ms. Carol Denton  
Mr. Wesley Landrum  
Chief Billy Lytton  

Ms. Stephanie Michael-Pickett  
Ms. Audrey Sherrill  
Ms. Tanisha Williams  
Ms. Kimberly Wyont

Others Present:  
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. Two guests were present to provide a presentation on the Center for Advanced Manufacturing (CAM). Ms. McCrory introduced the guests as Mr. Rick Brown, Principal and Senior Design Architect, and Mr. Stan Anthony, Principal, of (MBAJ) Boomerang Architecture. A total of 27 architects submitted design proposals for the CAM with five being chosen to provide presentations. Boomerang Architecture was the winner of the bidding process for the CAM. Dr. Skinner asked that each member of the Cabinet introduce themselves and the departments they represented to Boomerang Architecture.
Topics of Current Interest

Update on the Center for Advanced Manufacturing

1. Mr. Stan Anthony provided a presentation for the President’s Cabinet on all of the considerations that went into the preliminary design of the CAM. Boomerang Architecture has worked with 28 of the 58 NCCCS colleges. They have also worked on many projects for Gaston College. A copy of their presentation will be kept with the minutes.

   a. The CAM is seen as a bridge between application and career. Numerous meetings with administration, faculty, and staff were held to determine the purposes of this building.

   b. The design must be functional, respect the budget, look and feel collegiate, blend in with the Technical Park, make good use of natural light, allow for multipurpose teaching methods, and make appropriate consideration for access and control of the building. An instructional area as well as a conference and office area will be part of the building but will be separate areas.

   c. Seven specialty labs will be housed within the CAM: Industrial, Chemical and Plastics, Mechatronics, Nuclear Simulation, Robotics, CADD, and Alternative Energy. Integrated labs will have flexible layouts for multipurpose use.

   d. Classrooms within the CAM will be designed to accommodate many teaching styles.

   e. The conference and lobby areas will be available for receptions, and the office area in that vicinity will be dedicated to start-up ventures. The lobby area will open to a terrace that will provide options for different types of gatherings and groups.

   f. The site is a perfect bridge between the College and the Technical Park. The topography of the land will be maximized to fit the building design and southeastern exposure of light. The building will be a blend of brick and glass. Preliminary design renderings show an open and airy, yet functional, design. The CAM design will also allow for future expansion of the building and potential development of a direct road to the Dallas Campus. At some point the infrastructure may also be tied to the Dallas Campus.

   g. Next steps include: presentation of the preliminary design to the Finance/Facilities Committee and to the Board of Trustees; initiation of construction office submittals; creation of more in-depth design development; preparation of construction documents; and commencement of construction beginning in summer 2015 with completion of the building by summer 2016.

2. Dr. Skinner relayed that Dean Cox and several other groups were instrumental in providing details to address the needs the CAM should fulfill. They have had input from the very beginning and have put much thought into its necessary components. Dr. Skinner and Ms. McCrory thanked Mr. Anthony and Mr. Brown for their presentation.
Gaston College 50th Anniversary Tentative Plans

1. Ms. Julia Allen revealed that a new logo for the 50th anniversary has been created and thanked Ms. Stephanie Michael-Pickett and Ms. Deb Bowen for their help.

2. The 50th Anniversary of Gaston College celebrates the beginning of the first class to its first commencement. This celebration will include faculty, staff, students, alumni, Board of Trustees, Foundation Board of Directors, and the community-at-large.

3. A team has been created to brainstorm 50th anniversary campus ideas, to review community calendars in Lincoln and Gaston counties, and to come up with events and projects that can be combined with some of those existing happenings, both on campus and in the community. Following are some preliminary plans:
   
   a. A Give 50 for 50 service project for faculty, staff and students was created to give back to the community in return for all of the support the College has received throughout the years. Interested persons will give 50 hours of community service, on their own time, to local organizations in Gaston and Lincoln Counties. Hours will be tracked by personnel in HR. Ms. Allen will provide a list of organizations and opportunities for service from which folks may choose if they do not have one in mind.

   b. On September 26 a kick-off BBQ and concert featuring Mr. Jimmy Wayne Barber will be held. There will be no charge for this event. This will also be the kick-off for the alumni speakers’ series featuring alumni speakers on a variety of topics (art, entrepreneurship, healthcare, business, and manufacturing.

   c. The Grateful Reflections event in November will bring scholarship donors and students together at an inaugural celebratory dinner (or lunch). The Foundation office hopes to build an ongoing sense of gratitude within the student population that may translate to later philanthropy. It may be beneficial to have this event in conjunction with another activity or event taking place on campus that would further encourage donors and scholarship recipients to attend the dinner.

   d. In April a Retrospective Art Show will take place in the Rauch Gallery. Mr. Gary Freeman will create an art piece that features all three campuses. Student, faculty, and staff artwork will also be featured.

   e. In May an Alum of Distinction will be recognized at commencement (Friday, May 15), encouraged to provide a few inspirational remarks, and further celebrated at the Black Tie Gala scheduled the following day (May 16). Alumni pins will be created and given out at graduation. Select alumni, one for each of the 50 years, will be listed in the graduation program. All alumni in the audience will be asked to stand and be recognized at graduation.

4. Advertising for the 50th anniversary will begin in July with stories of successful alumni and program highlights. The Faculty and Staff Senates were asked to think of ways to help celebrate the 50th anniversary and to propose opportunities for faculty and staff to perform volunteer community work.

5. CaroMont Regional Medical Center is the Golden Anniversary Signature Sponsor with a $50K donation. Additional sponsorship opportunities will be available at a Silver level ($25K), Champion of Excellence level ($15K), or Friend of Gaston level ($10K).
6. North Star Marketing will help with advertising. Mr. Charles Wilson in the Bookstore will have merchandise available with the 50th anniversary logo.

7. Ms. Allen encouraged Cabinet members to relay to her any concerns they have about the proposed events for the 50th anniversary. Dr. Skinner encouraged the Cabinet to attend all events and to bring their departments and/or students with them.

Administrative Reports

Foundation/Development Office – Ms. Julia Allen

1. New Funds Established
   a. Lowery Endowment Agreement

   This gift agreement provides a $250,000 life insurance policy that will fund a scholarship endowment when realized. The donors have made a commitment to contribute $1,000 annually in order to award the scholarship until the endowment is realized. Scholarships distributed from this Fund may only be awarded to Gaston or Lincoln County residents who have a demonstrated financial need, are not eligible for federal aid, have been enrolled in Gaston College, have completed a minimum of 12 credit hours, and have achieved a cumulative GPA of 2.5.

   b. Chris Coxton Memorial Endowment

   On November 1, 1983, Christopher Lee Coxton was accidentally killed while practicing with his revolver while serving as a Deputy for the Lincoln County Sheriff’s Office. Chris was known as a young man who touched the lives of many in a positive way with his love, smile, and sense of humor. A memorial trust was initially established in Chris’s memory on April 1, 1988, by Benny G. Coxton, Judith W. Abernethy, Barbara Pickens, and other family and friends of Chris Coxton with assistance from the law offices of Jonas, Jonas & Rhyne in Lincolnton, NC. Those funds were held by Carolina Trust Bank in Lincolnton, NC. The initial trust was dissolved, and the proceeds thereof were transferred to the Gaston College Foundation on March 21, 2014, for the establishment of an endowed scholarship fund in Chris’s memory.

2. Major Projects

   a. The Strategic Planning Process was completed, and the Gaston College Board of Trustees approved the Plan on March 24, 2014.

   b. The Scholarship Awarding Software Conversion was completed in late November 2013. Applications are currently being considered. The Gaston College Scholarship program will kick off in May 2014 with a $23k commitment.

   c. Raiser’s Edge Database Conversion was completed in January 2014, with intensive staff training in December 2013.
d. 50th Anniversary Event and Campaign planning is underway.

e. The Director of Grants & Special Projects position remains vacant; a third round of interviews was held Tuesday, April 1, 2014. Grant and funding status is shown below:

   i. Pending -- National Science Foundation, $600k+
   ii. Pending -- Duke Energy Foundation, $250k
   iii. Submission pending -- Sisters of Mercy, $60k
   iv. Submission pending -- First Gaston Foundation, $75k
   v. Submission pending -- WIA contract with Gaston County, $600+ opportunity
   vi. In discussion -- Belk Endowment for student success initiatives, amount TBD
   vii. In development -- Advanced Technical Education Grant with NSF, $250k opportunity
   viii. Monitoring/Reporting -- Golden LEAF Foundation funding

3. The budget request process is underway and will be vetted by the Finance and Investment Committee before being presented to the Board for a vote in July 2014.

4. Website redesign is in process. Copy is past due to designers and should be completed soon.

5. The following upcoming events are scheduled:

   a. April 4 -- recognition of Barbara Myers donor;
   b. April 12 -- Run-for-the-Money;
   c. April 30 -- David Belk Cannon Luncheon.

Administrative Services -- Mr. Todd Baney

Human Resources

1. Open Positions:

   Currently there are 15 open positions.

2. New Hires:

   Full-time Faculty -- None

   Full-time Staff
   • Linda Allen, Secretary-Student Affairs (4/28/14)
   • Kimberly Branch, Secretary-Health and Human Services, Lincoln Campus (2/24/14)
   • Lynda Ellington, Executive Administrative Assistant-President's Office (5/19/14)
   • Terry "Scott" Howard, Police Officer (4/8/14)
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- Everett Jeter, Director-Financial Aid and Veterans Affairs (5/5/14)
- Anthony Pruitt, Assistant Director-Registration and Records (2/11/14)

3. Position Changes:

   **Full-time Staff**
   - Juanita Gunnell, Dean-Health and Human Services (2/1/14)
   - Susan Gutowski, Administrative Assistant to Dean-Arts & Sciences (2/1/14)
   - Tanisha Williams, Assistant Director-Enrollment Management and Counseling (3/1/14)

Marketing and Public Relations

1. Videography/Photography and student recruitment for Job Ready television programs and GC website

2. Marketing/Public Relations Campaign for University/College Students, Late Start Classes, Massage Clinics, Nursing Assistant Program

3. Virtual Career Center, GC Scholarships and WSGE Radio Workshop

4. Marketing for the following events:

   a. Annual Health Fair
   b. Textures and Tones Art Festival
   c. Human Services Technology Student Club Bone Marrow Registry Recruitment
   d. SciVisit
   e. Morris Library Annual Book and Magazine Sale
   f. Indian Contributions and Culture
   g. Celebrating Japanese Culture
   h. Chasin’ the Blues
   i. Celebrating Persian Culture
   j. Are We There Yet? – Legacy of Dr. Martin Luther King Jr.
   k. Lincoln County Career Expo
   l. Womanless Beauty Pageant
   m. Art Shows: Joe Doug Knotts, Barry Huffman, Matisse Exhibit

5. Photography of various campus events

6. Programming for Education Channel

Announcements

| May 14 – 12 | Faculty/Student Break |
| May 16 | Graduation |
| May 19 | Summer Flex Schedule: Monday – Thursday 8:00 a.m. – 6:00 p.m. |
| May 26 | College Closed: Holiday |
Kimbell Campus and Textile Technology Center (TTC) – Dr. Joe Keith

1. Textiles
   a. Over the last three months:
      i. services for 126 customers have been performed
      ii. 18 new customers have been added
   b. Echoview Fiber Mills donated a Rovematic long staple roving frame.
   c. The Textile Technology Center has partnered with Materials Modification, Inc. as part of a grant to develop a flame-retardant coating for use on the next generation of military combat uniforms for the U.S. Army.
   d. For the fiscal year, invoiced revenues increased 3.1% from the prior year.

2. A conference for the STA (Southern Textile Association) was hosted.

3. Monthly board meetings for Montcross Area Chamber are being hosted.

4. The Gaston County Schools middle-school Battle of the Books was hosted.

5. A new chiller (just in time for warm weather) was purchased and installed.

Faculty Senate Report – Mr. Calvin Shaw

1. The last meeting of the Faculty Senate was held April 24, 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 Spring 2014 semester:
   a. Mandatory attendance at Spring Graduation
   b. Work more closely with the Staff Senate, have a non-voting representative attend Staff Senate meetings, and have a Staff Senate representative attend Faculty Senate meetings

4. Faculty of the Year was selected, and the winner was Ms. Amy Hamilton from Health & Human Services.

5. The next Faculty Senate meeting will be in September 2014 (date and location to be determined).

6. The new President of the Faculty Senate will be Ms. Sherry Sherrill.
Staff Senate Report – Ms. Joyce Crumpton

1. Staff and Faculty Senates are very proud of the stand-alone banners for Customer Service Recognition. These banners will be utilized at all three campus locations. The number of nominations has increased to include more faculty members being recognized. A reminder to nominate co-workers for their excellent representation of Gaston College was made to all GC staff and faculty.

2. Staff Senate will be seeking nominations for Senators beginning in July 2014. Mr. Doug Bradley, Ms. Jenna Deal and Mr. Johnny Wong are the co-chairs of the Nominating Committee. Nominations can be sent to them.

3. All of the finalists for the Staff Excellence Award were very worthy of this recognition! Ms. Melanie Hoyle was selected as the winner. Finalists Mr. Jeff Switzer and Mr. Eric Johnson, along with Ms. Hoyle, were recognized during the Faculty/Staff Employee Recognition Day held April 11, 2014.

4. The next meeting of the Staff Senate is scheduled for May 10, 2014, at the Lincoln Campus.

Divisional Reports

Academic Affairs – Dr. Don Ammons

1. Business and Information Technology
   a. Ms. Jamie Conrad will become the Associate Dean for the Business and Information Technology Division beginning in June 2014.
   b. CSI Summer Camp for 9th – 12th graders will be held in July 2014.
   c. A new program, Healthcare Business Informatics, for fall 2014 is pending approval at the State level.

2. Educational Partnerships Update
   a. The unduplicated headcount for Career and College Promise (CCP) for spring 2014 increased 20% from fall 2013 and 37% from spring 2013. (CCP, including GECHS, unduplicated headcount for spring is 321 and duplicated headcount is 533.)
   b. GECHS will hold Student Orientation for new students on May 19, 2014.
   c. Work-based Learning and Placement (formerly Student Employment and Cooperative Education) had an enrollment increase in COE courses from 70 in fall of 2013 to 100 in spring of 2014. This is a 30% increase.
   d. Work-based Learning and Placement (WBLP) has partnered with the academic divisions on campus to provide career fairs, networking events, graduate panels, student presentations, a portfolio showcase, and career development workshops. The goal has been to provide discipline-specific events that assist students and graduates in their job search and preparations.
3. Learning Centers
   a. The Centers have proctored 1,640 tests on the Lincoln and Main Campuses.
   b. On the Lincoln Campus, 235 students have been referred for tutoring. Referrals are up over 50% from fall 2013, necessitating an increase in center space.
   c. Targeted tutoring has been offered for specific programs.

4. Arts and Sciences
   a. In February 2014 the North Carolina Community College System and the University of North Carolina System signed the revised North Carolina Comprehensive Articulation Agreement. This agreement has major implications for Associate of Arts and Associate of Science curricula at Gaston College and across the state. Most notable among the changes are the reduction of general education options and the reduction of required math and science hours.
   b. In February 2014 Dr. Melissa Armstrong and Ms. Ashley Hagler traveled with four science students to present their original student research projects at the Community College Undergraduate Research Initiative (CCURI), an undergraduate research symposium in Phoenix, Arizona. Gaston College has been chosen as the site of the next CCURI undergraduate research symposium set for November 2014.
   c. On March 21, 2014, the Arts and Sciences Division hosted the second annual SPARC3 professional development day. This event includes concurrent sessions on a variety of active and collaborative instructional strategies. Over 100 educators attended the event.
   d. On April 4, 2014, the college hosted the third annual sciVisit. Many of the 113 volunteers and facilitators for this event are in the Arts and Sciences Division. sciVisit included 35 different sessions for the 859 middle and high school students who took part in the event. Forty-nine teachers and chaperones from the schools also participated in the event. As a result of the success of sciVisit, the College has been invited to participate in STEM Day at the North Carolina General Assembly in Raleigh on May 20, 2014.
   e. On April 23, 2014, the Transfer Advising Center officially opened in the Myers Building. The center is a collaborative effort of the Arts and Sciences Division and the Student Services Division. The goal of center staff is to increase advising services, persistence rates, and graduation rates for transfer students.
   f. On April 9, 10, and 12, 2014, the college hosted the third annual Textures and Tones creative arts festival. Most events were held on campus with the exception of the Family Fun Day, which was held in downtown Dallas on April 12, 2014.

5. Lincoln Campus
   a. Ms. Leslie Presley recently received the North Carolina Practical Nurse Educator of 2014 award.
   b. Ms. Amy Hamilton was named Gaston College Instructor of the Year for 2013.
6. WSGE Radio

a. Interviews are being conducted for two part-time account executive positions. The targeted employment date for these positions is June 1, 2014.

b. The station’s rebrand has been completed. The new positioning statement is, “Your Independent Music Source, 91.7.” Some changes in the program schedule were implemented as part of the rebrand.

c. North Star Marketing was hired to develop a strategic plan for WSGE. The plan will be implemented over the next 12 months.

d. Goals are: to increase awareness of the station’s formats among adults 25-74 in Gaston and Mecklenburg Counties, to increase cumulative audience across all day parts, and to increase donations from individuals and corporate sponsors.

e. Station staff worked with Mr. Paul Marszalek, a programming consultant, to strengthen the Triple A day parts by restructuring playlists. He also critiqued the overall sound and provided recommendations for improvement.

Economic and Workforce Development – Ms. Diane Metcalfe

Business and Industry

1. Ms. Diane Metcalfe visited the Owens Corning plant in Aiken, SC, on April 22. This plant is similar to the new Owens Corning plant in Gastonia. Corporate Education has begun development of a training plan that includes pre-employment orientation, job profiling, WorkKeys and CRC testing with emphasis on safety and continuous improvement training.


3. Progress on the apprenticeship pathways with interested companies is under way.

4. On Thursday, April 24, the Small Business Centers of Gaston College and Cleveland Community College co-hosted an Agriculture Compliance meeting with representatives from the USDOL, NCDOL, and the NC Highway Patrol. The meeting was held at the Lincoln Campus (LCS-117) from 1:30 p.m. – 4:30 p.m.

5. Mr. Brad Rivers is serving on the SBCN’s Policy and Procedure Committee.

BioNetwork Learning Solutions

1. The BioNetwork’s Learning Solutions Center has completed the EMC Customized Training Project and the Grifols Customized Training Project.
2. The new NCCCS website is in production phase.

3. In regard to *Zombie College*, *The 5 Rules of Lab Safety* was voted Best of Show in the Non-vendor Category at SolutionFest 2014, held in Orlando, Florida on March 20, 2014.

Basic Skills

1. An ESL class was started at the Kimbrell Campus. The class meets on Saturdays from 9:00 a.m. – 12:00 noon in the classroom building.

2. Gaston College is offering a GED Scholarship for registered students who meet all requirements. As of May 1, 2014, the price of the GED® test is $80.00 (a decrease from the $120 fee charged between January 2, 2014, and April 30, 2014).

3. HRD (Human Resources Development) continues to expand its partnerships with local agencies to offer classes, labs, and employability skills workshops at locations convenient for job seekers.

4. Ms. Donna Blake has worked with local employers, companies, and businesses to require or strongly prefer that applicants have their CRC (and any other WorkKeys Assessments determined by job profiling). Additionally, Ms. Blake has met with Ms. Michelle Byrd and the Business and Technology faculty and staff to plan incorporation of the CRC into the Business and Information Technology programs by fall 2014. This will enable those who complete their program to be more marketable to employers.

Public Safety

1. On April 11, 2014, Ms. Melanie Hoyle, CJA Facilitator, received the Gaston College Staff Excellence Award.

2. Detention Officer Certification Course students took their state certification exam on April 24, 2014.

Finance, Operations, & Facilities – Ms. McCrory

Finance

1. State budget update: Governor McCrory directed that all state agencies limit spending for the remainder of the fiscal year. The College is assessing the impact of this directive on year-end invoice payments.

2. E-checks: Accounts Payable is in the final testing stages of the e-check process, which will enable the College to deliver Accounts Payable payments to Staff, Faculty, and Students by direct deposit for expenses paid with Institutional Funds. State Fund e-checks will be added in the future.
3. Technology equipment purchases, such as iPads and laptop computers, will be routed through Technology Services in order to allow Technology Services to complete setup and document the assigned user for each purchase. Further direction regarding this change will be communicated in upcoming weeks.

Purchasing

The Purchasing Manual was revised and forwarded by email on March 10, 2014. The manual is also available on the College intranet.

Facilities

1. Renovation of the Myers Center auditorium is on track and is scheduled to be complete by the end of June 2014.

2. Construction of the new elevator at the Craig Building is on track to be in use by the start of fall semester 2014.

3. The first phase of renovations to the Pharr Building has begun. Completion is projected by end of December 2014.

Technology Services

1. Input from students, faculty, and staff is being solicited to assist in the development of a Technology Services Strategic Plan for 2015-2018.

2. Over 135 machines have been converted from Windows XP to Windows 7.

3. A part-time person has been hired to assist with Technical needs on the Kimbrell Campus.

Bookstore – Faculty,

Faculty, staff, and student graduation gowns will be available beginning May 5, 2014.

Café

The Café will close for the summer on May 13, 2014.

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

Student Affairs Reorganization

1. The Student Affairs (formerly Student Services) Division reorganization was effective April 1, 2014, and is an effort to enhance student completion and success. The changes are outlined as follows:

   a. Admissions and Counseling were combined to form the Enrollment Management and Counseling Department. Ms. Jennifer Nichols assumed the role of Director of Enrollment Management. Ms. Tanisha Williams will serve as the Assistant Director.
b. Ms. Jenell Barnett, Admissions Advisor, and both Ms. Katie Fraley and Ms. La'Shelle McClain, Student Affairs Specialists, assumed new responsibilities that will emphasize upfront student services throughout the enrollment process. They will report to Ms. Jennifer Nichols.

c. Ms. Jill Coy, Coordinator of Health Programs, has relocated to the Myers Center, second floor. She will continue with her current responsibilities and report to Ms. Jennifer Nichols.

d. Vacant positions in Student Affairs were repurposed and converted to two Academic Advisor positions. These positions will report to Ms. Jennifer Nichols when filled.

e. Mr. Brian Shook, Ms. Ginger McGinnis and Ms. Leslie Best, Student Affairs Specialists, will focus primarily on data processing to expedite student enrollment. As part of the Student Registration and Records Office, they will report to Ms. Alisa Roy, Director of Registration and Records.

f. The Student Affairs Secretary position previously located in Counseling will be relocated to the redesigned Information Center (formerly Welcome Desk) in the Student Affairs lobby of Myers Center to enhance triage and information services. Ms. Tanisha Williams will supervise the Information Center.

2. New Personnel

a. Ms. Linda Allen accepted the position of Secretary-Student Affairs. Her start date was April 28, 2014.

b. Mr. Everett Jeter accepted the Director of Financial Aid and Veteran Affairs position. His start date is May 5, 2014.

c. Currently, a search for a new Coordinator of Student Activities is in process.

Conclusion

Dr. Skinner thanked Mr. Calvin Shaw for serving as Faculty Senate President and Ms. Joyce Crumpton for serving as Staff Senate President for Fiscal Year 2013-14. Ms. Judy Schneider, interim Director of Financial Aid, was thanked for her service to the College since she will be leaving due to the hiring of the new Director of Financial Aid. Dr. Skinner then recognized Ms. Sylvia Dixon, Executive Administrative Assistant to the President and Board of Trustees, who is retiring. Dr. Skinner expressed her appreciation to Ms. Dixon for her service to the College.

There being no further business to bring before the President’s Cabinet, the meeting was adjourned at 5:00 p.m. The next meeting of the Cabinet is scheduled for October 2, 2014, at 3:00 p.m. in DBC 260.

Respectfully submitted,

Mary Ellen Dillon / Lynda Ellington

Mary Ellen Dillon / Lynda Ellington
Recording Secretary