Minutes of the President’s Cabinet Meeting
October 2, 2014
3:00 p.m., DBC 260

Present:
Mr. Todd Baney
Ms. Tonia Broome (H. Woodson)
Ms. Michelle Byrd
Dr. Rex Clay
Mr. Bruce Cole
Dr. Harry Cooke
Mr. Virgil Cox
Mr. Josh Crisp
Dr. John Erickson
Ms. Juanita Gunnell
Dr. Silvia Patricia Rios Husain
Mr. Everett Jeter
Dr. Joe Keith
Mr. Billy Lytton
Ms. Cynthia McCrory
Dr. John McHugh
Ms. Savonne McNeill
Ms. Alisa Roy
Ms. Sherry Sherrill
Ms. Debbie Sigmon (Dr. D. McElhoe)
Ms. Amy Weisgerber (K. Wyont)
Mr. Charles Wilson
Mr. Chuck Wray

Absent:
Ms. Julia Allen
Dr. Don Ammons
Mr. Sam Buff
Dr. Dewey Dellinger
Ms. Carol Denton
Dr. Karen Less
Ms. Stephanie Michael-Pickett
Ms. Jennifer Nichols
Ms. Audrey Sherrill
Dr. Patricia Skinner

Others Present:
Ms. Mary Ellen Dillon
Ms. Karen Duncan
Ms. Lynda Ellington

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

Welcome and Introductions

The meeting was called to order at 3:05 p.m. by Dr. Silvia Patricia Rios Husain who chaired the meeting on behalf of Dr. Patricia Skinner who was attending a meeting in Raleigh. Following a welcome by Dr. Husain and introductions by all attendees, Dr. Husain provided an update from Dr. Skinner regarding recent meetings that she had attended of the newly-formed Greater Gaston Development Corporation (GGDC), North Carolina Association of Community College Presidents (NCACCP), ad hoc committee for the Future of Community College Nursing Education, and an Align4NCWorks Workforce Learning Summit held at Gaston College. Dr. Skinner’s report also included updates on the 50th Anniversary Campaign as well as a commendation presented by Gaston County Commissioners and a proclamation presented by Lincoln County Commissioners honoring the College on its 50th Anniversary.
**Topic of Current Interest**

*Demonstration of Online Teaching Tools – Ms. Karen Duncan and Ms. Tonia Broome*

Creating quality online courses is the goal of the QEP and SAIL. Both Ms. Duncan and Ms. Broome have created courses that met the SAIL standards used by the College in this quality initiative. Additionally, Ms. Duncan has received back-to-back international Exemplary Course Program Awards from Blackboard.

Ms. Duncan and Ms. Broome demonstrated some of the synchronous and asynchronous tools available for online instructors to use in their courses. These tools are used to increase interaction between the students and the instructor and to give the instructor more of a “presence” in the online classroom.

A short video was shown showcasing best practices in this year’s award winning course, OST 135 Advanced Text Entry & Formatting. Ms. Duncan showed a sample of a recorded session in which Blackboard Collaborate was used to instruct students in an OST 284 Emerging Technologies course, last year’s ECP award winner. She also discussed how the camera and video equipment recently purchased have been used to create videos for the online classes. Ms. Broome exhibited examples of the introduction videos created using the new video equipment and lecture videos she created using Camtasia.

Ms. Duncan and Ms. Broome also used Blackboard Collaborate to provide a sample session of how the instructor and students interact in a live web conference by holding a Question and Answer session between the President’s Cabinet and the instructor (Ms. Broome). Finally, Ms. Duncan and Ms. Broome shared student feedback and comments about the use of Blackboard Collaborate in their courses.

Since purchasing the equipment three years ago, 1,600 sessions have been made available online. Feedback from students has been very positive especially regarding convenience, accessibility, interaction with instructors, and the availability of recorded sessions after the live session date. It was pointed out by Ms. Broome and Ms. Duncan that online classes can be a very useful tool for many instructors and subjects. An effort is being made to create online sessions that can be made ADA compatible.

**Administrative Reports**

*President’s Office – Dr. Patricia Skinner*

NCACCP Meeting

On September 3, 2014, prior to the 2014 NCACCT Leadership Meeting in Charlotte, Dr. Skinner attended an NCACCP meeting from 1:00-3:00 p.m. to discuss development of the President’s Association Legislative Agenda for the Long Session.

Commendation/Proclamation

Gaston College accepted a commendation from the Gaston County Commissioners on September 9th in honor of its 50th anniversary of excellence as an institution of higher learning. A large contingent of Gaston College staff, including Board Chair Smith, Mr. Steve Campbell, and Dr. Skinner were present to accept the Commendation. On the evening of September 22nd, the Lincoln County Commissioners
presented the College with a Proclamation in celebration of the College’s 50th Anniversary. Dr. John McHugh, Dean of the Lincoln Campus, accepted the Proclamation.

50th Anniversary Campaign

Ms. Julia Allen and Dr. Skinner have continued working with the 50th Anniversary Campaign Committee. Recently, Mr. John Lowery and Dr. Skinner visited with Mr. Andy Warlick concerning the 50th Anniversary and Parkdale’s becoming a Champion of Excellence–Alumnus of Distinction Award Sponsor with a contribution of $15,000. Other meetings with potential donors are in process.

Greater Gaston Development Corporation (GGDC)

Dr. Skinner recently met with Mr. Carroll Gray to discuss the newly formed GGDC, which replaces the Economic Development Division of the Gaston Regional Chamber of Commerce and is now incorporated as a 501(c)(6) tax-exempt organization. Dr. Skinner was invited to serve as a member of the Workforce Preparedness Committee; the first meeting was September 24, 2014, at the Gaston County EDC office in Belmont.

Align4NCWorks Workforce Learning Summit

On September 23-24, 2014, Gaston College hosted an Align4NCWorks Workforce Learning Summit. The Summit was led by NC Community College System personnel and convened the workforce partners of three community colleges: Gaston, Cleveland, and Mitchell. Each college presented one scalable best practice that involved at least one of the three main areas: Commerce, which includes the Commission on Workforce Development; the Department of Public Instruction; and Industry. Gaston College’s best practice focused on Career Expos and engaging the interest of high school students in today’s manufacturing opportunities.

NCACCP Meeting

At the NCACCP Meeting on September 17, the presidents worked to set the priorities for the next State budget.

Future of Community College Nursing Education

Dr. Skinner was asked to participate in the Future of Community College Nursing Education ad hoc committee. The committee’s purpose is to examine the structure and role of the North Carolina Community College System nursing programs relative to the expressed need to increase the proportion of BSN nurses in North Carolina. The committee will examine the impact of hospital-based and statewide goals and make recommendations as to whether additional efforts should be made to encourage and facilitate NC community college nursing students to achieve BSN status and the most efficient ways to achieve those goals. The committee’s first meeting is scheduled for Friday, October 3, 2014.
Foundation/Development Office – Ms. Julia Allen

Foundation

1. 50th Anniversary Celebration Activities

   a. Faculty/Staff Campus Kick-off – August 19 with over 350 in attendance

   b. Alumni Speaker Series luncheons:

      i. Mr. Jimmy Wayne Barber – September 26 with over 300 in attendance
      ii. Ms. Malinda Lowery – October 20 with 75 in attendance
      iii. February – TBD
      iv. March – TBD
      v. March – TBD

   c. Community Celebration – September 26 with over 350 in attendance

   d. Scholarship Donor/Recipient Recognition Dinner – scheduled for November 13, 2014; invitations mailed

   e. Black-tie Gala – planning in process; scheduled for May 16, 2015 on Dallas Campus

2. Fundraising Efforts

   a. Gifts received through June 30, 2013 include:

      i. $18,777 Endowment
      ii. $53,585 Scholarship
      iii. $12,092 Student Emergency Assistance Fund
      iv. $7,025 Designated/Program Specific
      v. $63,220 Unrestricted
      vi. $35,000 Capital Projects
      vii. $172,435 WSGE

   b. 50th Anniversary / CAM Campaign Committee

      A campaign committee made up of Foundation Board members and community leaders has been actively meeting since July and is tasked with raising dollars in support of the College’s 50th Anniversary as well as the new Center for Advanced Manufacturing. Over 25 visits with potential donors, either individual or corporate, have been made. Commitments to-date include:

      i. Center for Advanced Manufacturing – $130,000
      ii. Unrestricted Efforts – $25,000
      iii. Scholarship Efforts – $25,000
3. Administration

a. After receiving applications for various campus projects, the Foundation Board approved the following budget for fiscal year 2014-15 at its July 2014 meeting:

i. $345,000 Unrestricted (includes academic program requests, admission requests, foundation operations, etc.)
ii. $326,008 Designated (includes WSGE, Annual Scholarships, Emergency Funds, etc.)
iii. $218,000 Endowed Scholarships
iv. $1,559,398 Capital Projects (Center for Advanced Manufacturing)

b. Promotional item fulfillment is a continuous process.

c. Scholarship administration, including donor contact and database updates, is ongoing.

Corporate & Foundation Relations

1. Grants

a. National Science Foundation: $600,000+ grant received for STEM scholarships
b. Duke Energy Foundation: $249,000 received for Welding Equipment for the Pharr Building
c. Sisters of Mercy Foundation: $60,000 request under consideration
d. First Gaston Foundation: $10,000 request for Textures and Tones declined
e. WIA Contract with Gaston County: $600,000+ request for Life Skills related activities declined
f. National Science Foundation: $196,302 request for Advanced Technical Education program
g. Minority Male Mentoring: $20,000 received to continue program
h. Golden LEAF Grant: monitoring continues

2. Staffing

The position of Director of Grants and Special Projects has been filled after completing the fourth round of the search. Mr. Luke Upchurch has accepted the position and will begin on November 3, 2014. He comes to us from Gaston County Schools and is highly recommended with a broad base of experience.
Kimbrell Campus and Textile Technology Center (TTC) – Dr. Joe Keith

1. Textiles
   a. Over the last four months:
      i. Services for 146 customers have been performed
      ii. 31 new customers have been added
   b. The Center received $150,000 in recurring state funds for textile training. A committee has been formed, and the Center will begin with training-needs analysis of North Carolina textile firms.
   c. Representatives of the Technical Advisory Board, the NCCATT Foundation Board, Gaston College, and several textile executives visited legislators in Raleigh.
   d. For the fiscal year ending 2014, invoiced revenues increased 3.8% from the prior year.

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

3. Congressman Patrick McHenry hosted a town hall meeting at the Kimbrell Campus.

4. The Workforce Development Board held a job fair at the Kimbrell Campus with 9 vendors and 235 attendees.

Faculty Senate Report – Ms. Sherry Sherrill

1. Faculty Senate held their first meeting of the Fall 2014 semester on Thursday, September 18, 2014. There were four (4) new senators welcomed into the Faculty Senate: Jason Moir, Chris Thurley, Rusty Graham, and Teresa Worthy.

2. Topics of discussion were:
   a. Ms. Sherry Sherrill provided the updated proportions of representatives from each division. There are seven senators representing the division of Arts and Sciences, four senators from the division of Health Science and Public Safety, two senators from the Engineering Division, and three senators from the division of Business and Information Technology. There is currently one vacant seat from the division of Arts and Sciences, and an effort to fill this seat before the end of October 2014 will be made.
   b. There are currently only two officer positions filled in the Faculty Senate. Ms. Sherry Sherrill is President and Mr. Scotty Brooks is Treasurer. It is hoped that the President Elect and Secretary positions will be filled and approved during the October 2014 meeting.
   c. A proposal was made to determine if the current standing committees should be changed or amended to more effectively represent and serve the faculty of Gaston College. Discussion will continue at the October 2014 meeting.
d. A training presentation on Robert’s Rules of Order was given by Mrs. Virginia Grant.

e. Ms. Sherry Sherrill discussed her recent meeting with the head of the Faculty Workload committee. Senators expressed their desire for this information to be released to all faculty in an effort to alleviate fears about the unknown and how it will impact individual instructors. This discussion will be continued at the next meeting.

f. Concern was expressed regarding the faculty/staff Bonus Leave Days and the perception of this issue. It was recommended that the Faculty Senate President discuss these issues with the divisional deans and report back to the Faculty Senate.

g. A number of proposals for the use of Faculty Senate funds for the upcoming year are as follows:

   i. Copies of Robert’s Rules of Order are to be purchased for Faculty Senate Officers and Senators. A vote was delayed to investigate pricing. This will be presented at the next meeting.

   ii. Replacement of the lost/misplaced voice recorder for Senate meetings.

   iii. Printing of a Faculty Senate handbook/binder for all Senators. This would include copies of the Faculty Senate constitution and by-laws, the Gaston College Code of Ethics, etc.

   iv. A proposal was made for Faculty Senate to investigate the possibility of funding bottled water for all faculty who participate in the May 2015 graduation ceremony. It was decided to delay a vote until further information can be collected.

3. The Next Faculty Senate meeting is scheduled for Thursday, October 23, 2014, at 2:30 p.m. in the Myers Center Board Room.

Staff Senate Report – Mr. Josh Crisp

1. A review of the goals for Staff Senate for the year are as follows:

   a. Customer Service Campaign:

      The Customer Service Campaign continues to be a successful program. In August there were 89 submissions, which was a record number. The Staff Senate continues to urge Staff and Faculty to submit nominations to make sure the outstanding service that staff members provide to the College community is recognized.

   b. Virtual Open House:

      The Staff Senate is working to produce short videos that will highlight areas and programs at the College. This should enable all staff to better understand everything the College has to offer.
c. **Staff/Student Relations:**

Staff Senate has made a commitment to support Student functions on all campuses. Support for these activities will be shown by attending, promoting, and volunteering to make these events successful.

d. **Faculty/Staff Relations:**

The Executive Committee will continue to work with the Faculty Senate to develop a closer relationship and to identify issues that can be worked on jointly.

e. **Staff Senate participation in 50th Anniversary Celebrations:**

Staff Senate will support and promote 50th Anniversary activities.

2. The General Staff Meeting will be held on Tuesday, April 8, 2015, at 2:00 p.m. in the Myers Center Multi-Purpose Auditorium.

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**Divisional Reports**

**Academic Affairs – Dr. Don Ammons**

**Academic Affairs**

1. The current semester is the first semester that Academic Affairs is using the SmarterSurveys in all classes to administer the Student Evaluation of Course and Instruction online.

2. In order to accommodate the concurrent advising and registration periods for summer and fall, the Curriculum Committee will now meet in November rather than in February.

3. Distance Education is now in CET 154, which is a centralized location that better serves both students and faculty.

**Arts and Sciences**

1. In July 2014, the Division was awarded over $611,000 from the National Science Foundation for scholarships and targeted student services for students enrolled in the Associate of Science program.

2. The Division worked with Student Affairs in June 2014 to submit a grant proposal to the Department of Education for nearly $2.9 million. If awarded, the funds will be used to implement a STEM Center on campus.

3. In July 2014, the Division submitted a grant proposal to the Community Foundation for $10,000. If awarded, the funds will be used to support the Textures and Tones creative art festival to be held in April 2015.
4. The Division began offering the newly redesigned developmental reading and English courses, DRE 096, DRE 097, and DRE 098 in summer 2014.

5. Biology faculty member, Ms. Ashley Hagler, accompanied two students to the Community College Undergraduate Research Initiative (CCURI) National Poster Session on Capitol Hill in Washington, DC in September 2014.

Business and Information Technology

1. The Business and Leadership Institute began Friday, September 26, 2014, with 17 participants.

2. The Healthcare Business Informatics program was approved, and students are enrolled for fall 2014.

3. The CSI Camp was successful in the summer, and plans are underway for the coming year.

4. Two new certificates for Criminal Justice, Crime Scene Investigation and Police Management/Leadership, are being investigated.

5. PBL won four national awards.

6. Ms. Michelle Byrd was elected to the Board of Directors of the Accreditation Council of Business Schools and Programs and is the new Chair of the Associate Degree Board of Commissioners.

Educational Partnerships Update

1. From 2012-13 to 2013-14, enrollment increased in Career and College Promise College Transfer Pathways by 118% and in Career Technical Education Pathways by 169%.

2. In Fall 2014, 326 students enrolled in Career and College Promise courses from Gaston and Lincoln Counties.

3. There are currently 170 students enrolled in Early College for the 2014 fall semester.

Engineering & Industrial Technology

1. The Pharr Trade & Industrial renovation is on track for reopening in the spring semester 2015 with a new Advanced Machining Center and a new welding lab.

2. Planning for Phase II of the PTI renovation is underway along with the planning for the new Center for Advanced Manufacturing.

3. The apprenticeship programs have grown this fall, and new ones are being created.

Institutional Effectiveness

1. The IE Office is making preparations for the first implementation of the SmarterSurveys online evaluation system. The SmarterSurveys online evaluation will be implemented at mid-term for the first eight-week classes, and DMA and DRE modules will occur in the first eight weeks.

3. The IE Office is preparing 2013-14 Program Reviews for academic program and continuing education programs.

Learning Centers

Mr. John Erickson is serving as interim Learning Center Coordinator for the fall 2014 semester. Ms. Jenna Deal will continue as Learning Center Specialist at Lincoln Campus.

Lincoln Campus

1. The enrollment for fall 2014 is the second largest enrollment ever at the Lincoln Campus.

2. There are 115 students in the Cosmetology program, which is our largest enrollment to date.

3. The CCP enrollment for fall 2014 at the Lincoln Campus is the largest ever.

4. The Lincoln Campus manned a booth at the Apple Festival held September 20, 2014, and about 100,000 people enjoyed the day.

Administrative Services – Mr. Todd Baney

Human Resources

1. Open Positions

   Currently there are 8 open positions.

2. New Hires

   **Full-time Faculty**
   - Rebecca Anthony, Instructor-Medical Office Administration (8/15/14)
   - Sandy Langheld, Instructor-Associate Degree Nursing (8/15/14)
   - Bobbie Long, Instructor-Dietetic Technician Program (8/15/14)
   - Jackie Pendleton, Instructor-Associate Degree Nursing (8/15/14)
   - Sandra Sinclair, Instructor-Cosmetology (8/15/14)
   - Carrie Stevenson, Instructor/Coordinator-EMS Clinical Education (6/30/14)
   - Christopher Thurley, Instructor-English/Writing Coach (8/15/14)

   **Full-time Staff**
   - Tracy Barrett, Accountant (6/30/14)
   - Sherri Chavis, Academic Advisor-Enrollment Management and Counseling (5/1/14)
   - Ruben Cuevas, Housekeeper/Floor Maintenance (10/1/14)
   - Rocky Goins, Technology Specialist (7/31/14)
   - Mishael Griffin, Receptionist-Arts and Sciences (10/1/14)
- Renita Johnson, Coordinator-Student Activities & Special Projects (6/2/14)
- Pamela McCumbee, Housekeeper (10/1/14)
- Dr. Dennis McElhoe, Vice President for Economic and Workforce Development (7/8/14)
- Katrina Penegar, Microscopist-Textile Technology Center (6/2/14)
- Michael Titus, Grounds Technician (6/30/14)

*Full-time Temporary Faculty*
- Darren Young, Instructor-Art (8/15/14)
- Harold Humphries, Instructor-Welding (08/20/14)

*Part-time Permanent Staff*
- Sheila Forgione, Secretary-Educational Partnerships (8/19/14)

3. Position Changes

*Full-time Faculty*
- Dr. Allison Abernathy, Associate Dean-Health and Human Services (7/1/14)
- Jamie Conrad, Associate Dean-Business and Information Technology (8/4/14)
- Bill Leagon, Program Coordinator/Instructor-Electrical Systems Technology (8/18/14)
- Jacob Surratt, Associate Dean-Health and Human Services (7/1/14)

*Full-time Staff*
- Michele Avendano, Human Resources Generalist (6/1/14)
- Linda Barrett-Ray, Coordinator-Shipping and Receiving (7/1/14)
- David Hahn, Housekeeping Coordinator (7/1/14)
- Eric Johnson, Accountant (6/1/14)
- Alyson Jordan, Secretary-Arts and Sciences (6/10/14)
- Randy Clemmer, Academic Advisor (8/4/14)
- Darren Stewart, Veterans Affairs and Financial Aid Specialist (7/1/14)

*Retirements*
- Eddie Cameron (6/1/14)
- Paula Dedmon (9/1/14)
- Sylvia Dixon (6/1/14)
- John Finch (7/1/14)
- Dr. Deborah Hudson (6/1/14)
- Charles Schmitt (6/1/14)
- Judith Thackston (6/1/14)
- George Woollums (8/1/14)

**Announcements**

October 1-31  
State Health Plan Open Enrollment

October 13-14  
Faculty/Student Break (College closes at 4:00 p.m.)

October 16  
Flu Shot Clinic

October 21-23  
Open Enrollment for All Other Benefits

November 26  
Faculty/Student Break (College closes at 1:00 p.m.)
President’s Cabinet Meeting  
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November 27-28  College Closed: Holiday  
December 18-19  Faculty/Student Break (College closes at 3:00 p.m. on 12/19)  
December 22-31  College Closed: Holiday  
January 1-2  College Closed: Holiday

Environmental, Health, Safety & Security

As part of safety awareness for 2014-15, fire evacuation drills will be conducted throughout the academic year. The first fire drill was successfully conducted on Tuesday, September 30, 2014, in the Robinson Classroom Building.

Marketing and Public Relations Projects

1. On-going projects include:
   
   a. The proofing and approval of cable screens, T-shirts, student mailers, blogs, photography, media relations articles, and a variety of news releases and student emails. The proofing and approval of over 330 multiple projects completed by graphics (May to September 29, 2014).
   
   b. Glimpses of Gaston/WSGE
   
   c. 50th Anniversary Celebration communications during the year

2. Completed projects include:

   a. GC Website Video and Stories
   
   b. Crisis Communication Plan
   
   c. Align4NCWorks Video

3. Works in process include:

   a. Jimmy Wayne Video (in process)
   
   b. Art Show Video (in process)
   
   c. Career Expo: Discover the New Face of Manufacturing (in process)

Economic and Workforce Development – Dr. Dennis McElhoe

Services to Business and Industry

1. Corporate Education is working with regional economic development and other agencies in Gaston and Lincoln Counties on the recently launched NCWorks 1000 in 100 days initiative. The objectives are to learn about the concerns and needs from businesses and industries regarding workforce development and to share their responses with the Department of Commerce and the system office for state-wide planning and further action.
2. Corporate Education is collaborating with Engineering and Industrial Technology to build interest for dual-track apprenticeships for industry. An August 8, 2014, information session was attended by several regional manufacturers. Corporate Education also recently met with Lincoln County School of Technology to discuss apprenticeships for high school seniors.

3. Community Education, HRD, and Goodwill Industries, Inc. are working collaboratively to provide short-term job training opportunities to meet the demand for CaroMont Health and other related companies and agencies.

4. Ms. Jane Duncan has received approval by the state nursing administration to offer a 40-hour hybrid course for the revised Nurse Aide Refresher that will run through Community Education.

5. EWD, including Life Skills, is working with the Gaston County Chamber of Commerce to make Gaston County a Certified Work Ready Community.

6. Mr. Brad Rivers is serving as the Co-Chair of the Greater Gaston Development Corporations’ Entrepreneurship and Small Business Committee.

7. The Small Business Center will offer a series of three Social Media Seminars at the Lincoln Campus in October 2014.

Basic Skills

1. Life Skills is currently conducting the “See It for Free” Campaign where current and potential students can take the GED Practice Test “GED Ready” for free.

2. A new GED class will be located at the Gaston County Goodwill facility during the first of October. Goodwill, Community Connections, and the Salvation Army have pledged to refer students to this class.

Public Safety

1. The Fire Protection Technology Degree (AAS) was accredited by the International Fire Service Accreditation Congress on September 20, 2014. This accreditation will be reviewed every five years.

2. Industrial fire brigade training is ramping up at the RESTC with classes scheduled through May 2015. Preparations are also being made for the North Carolina Breathing Equipment and Firefighter Survival School beginning October 13, 2014.

Finance, Operations, & Facilities – Ms. McCrory

Fiscal Year 2014-15 Budget

1. The Fiscal Year 2014-15 State Operating Budget for Gaston College totals $31,193,722, which represents approximately a $1 million reduction from the prior year’s state budget. Declining FTEs have resulted in a $2.8 million state budget reduction to the College over the past two years. Gaston College is managing this reduction with the help of faculty and staff by actively monitoring
expenditures, reviewing open positions, utilizing some equipment funds for operating budget purposes, and utilizing some self-supporting funds to support operations.

2. Use of budget pools provides greater flexibility while simplifying the budget process. Rather than having a budget for each expense account, Deans, Directors, and Department Heads have been given an operating spending pool for the year. The pool provides flexibility to redirect funds from one activity to another. At the end of September 2014, operating budget pools totaling $1,734,599 have been 25% expended with 25% of the year complete. Budget pools are based on the prior year’s actual spending, plus any approved additional requests.

3. Each budget pool should be reviewed to check year-to-date spending. Lab fee and operating account balances should be visible through WebAdvisor. If budget accounts cannot be viewed through WebAdvisor, please contact Mr. Mike Stacy at extension 2371.

4. The equipment committee will allocate approximately $250,000 this year. Equipment requests are due to Mr. Stacy by October 10, 2014. After the committee meets to approve an equipment list, a finalized list including account codes will be distributed. Equipment purchase orders should be in process before winter break.

Facilities

1. Craig Elevator: This project is complete, and the elevator went into service September 18, 2014.

2. Pharr Trade & Industrial Renovation – Phase 1: The architect is ADW. The contractor is Pinnix, Inc. Construction is 40% complete, and the project is on schedule for completion by December 31, 2014.

3. Pharr Trade & Industrial Renovation – Phase 2: The architect is ADW. The initial design is within budget, based upon completed costs estimate. The project is on schedule for awarding the construction contract in early second quarter and construction to begin in June 2015. Completion is expected in February 2016.

4. Center for Advanced Manufacturing: The architect is MBAJ Architecture. Design development documents have been completed by the architect, and these documents will be submitted to State Construction soon. The construction document development process will then begin. The project is on schedule for awarding the construction contract in the first quarter of 2015. Construction is expected to begin in the second quarter of 2015. Completion is projected for summer 2016.

Purchasing

Linda Barrett-Ray is the new Coordinator for Shipping and Receiving.

Technology Services

1. Core Network Devices for Disaster Recovery purposes has been upgraded.

2. Technology Specialist, Mr. Rocky Goins, was hired to replace retiree, Mr. George Woollums.

3. A project is underway to provide students the capability of changing their e-mail passwords.
Bookstore

1. The Bookstore continues to offer options to GC students as they purchase books and supplies. In addition to new and used book options, rentals and digital e-books are offered.

2. Hours of operation and services at the Kimbrell Campus have been expanded to assist students who live in and around the Belmont area.

3. Maintaining online reservation services allows students to order and have books shipped or picked up at any store location without waiting.

Food Services

1. There has been a focus to stock popular items and healthy choices in the vending machines.

2. An effort to increase vending sales is being made by working with vendors to offer promotional items.

3. The Campus Café will open on October 1, 2014.

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

By the Numbers

1. The estimated fall 2014 headcount is 5,750 (a decrease of 9.9%), and the FTE is 2,251 (a decrease of 3.6%). The final headcount for fall semester 2014 was 6,381, and the final FTE was 2,334.

2. Admissions received 3,722 applications for fall semester 2014. Of these, 1,903, or 51%, actually registered for courses. Thus far, 305 applications have been received for spring semester 2015.

3. For the 2014-2015 year, 6,438 Financial Aid applications were received.

4. As of September 22, 2014, 3,708 students completed the Financial Aid award process.

5. For fall semester 2014, 2,824 students enrolled and received federal and state aid.

6. Six students were invited to participate in the David Belk Cannon Mentoring Program.

7. As of September 19, 2014, 98 students were provided accommodations through Disability Services.

8. Lincoln Campus counseling services assisted 799 students during the fall semester.

9. During the fall semester 2014 registration period, the Counseling Center had 3,331 visitors. Arts and Sciences students may visit the Transfer Advising Center, which has reduced the wait during peak time in the Counseling Center to approximately 30-45 minutes.

10. During the fall 2014 registration period, the Transfer Advising center had 808 visitors.
11. The Student Emergency Assistance Program (SEAP) awarded $9,786 in emergency assistance for tuition, books, or supplies for spring and summer semesters 2014. Sixty-four percent of students who received SEAP assistance in spring 2014 either graduated or re-enrolled in fall 2014.

12. A total of 1,115 Student Persistence and Success Plans (early alerts) to address issues of attendance, poor academic performance, personal problems, etc. were submitted and assigned to Divisional Success Coordinators during spring and summer semesters 2014.

13. During the fourth year of the TRiO grant, 96% of enrolled TRiO students remained in good academic standing with a GPA of 2.0 or higher.

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

Activities and Initiatives

1. Allocation for the Minority Male Mentoring Program was approved beginning September 25, 2014, through June 30, 2015.

2. The Strategic Enrollment Plan is being implemented in fall 2014.

3. Recruitment initiatives for Fall Semester 2014 included: multiple campus tours for prospective students, calling campaigns, collaboration with Northstar Marketing and launch of a mailer campaign, announcements sent to summer faculty to share in their classes, notification to students via e-mail, updated signs on all three campuses with fall registration information, and Gastonia Grizzlies Title Sponsor game.

4. The Enrollment Management Office will host an Educator’s Breakfast for guidance counselors from Lincoln and Gaston Counties on October 10, 2014.

5. The Student Handbook has been updated for the 2014-2015 academic year and is available in hard copy form and on the Gaston College website.

Conclusion

Dr. Husain thanked Ms. Duncan and Ms. Broome for a very informative, enjoyable, and interesting presentation that clearly demonstrated the value of online teaching tools for students and instructors. In response to questions, Ms. Duncan indicated that sessions are being updated and re-recorded constantly and that the courses are owned by the College.

There being no further business to come before the President’s Cabinet, the meeting was adjourned at 3:58 p.m. The next meeting of the Cabinet is scheduled for February 26, 2015, at 3:00 p.m. in DBC 260.

Respectfully submitted,

Lynda Ellington

Lynda Ellington
Recording Secretary