Minutes of the President’s Cabinet Meeting
May 7, 2015
2:00 p.m., DBC 260

Present:
Ms. Julia Allen                                Dr. Joe Keith
Dr. Don Ammons                                  Mr. Everett Jeter
Mr. Todd Baney                                   Dr. Karen Less
Mr. Sam Buff                                     Mr. Billy Lytton
Ms. Michelle Byrd                                 Ms. Cynthia McCrory
Ms. Sherry Sherrill                              Dr. John McHugh
Dr. Rex Clay                                     Ms. Stephanie Michael-Pickett
Mr. Bruce Cole                                   Ms. Jennifer Nichols
Dr. Harry Cooke                                   Ms. Alisa Roy
Mr. Virgil Cox                                   Ms. Audrey Sherrill
Dr. Dewey Dellinger                              Dr. Patricia Skinner
Ms. Carol Denton                                 Mr. Luke Upchurch
Mr. John Erickson                                Mr. Charles Wilson
Ms. Juanita Gunnell                              Ms. Heather Woodson
Dr. Silvia Patricia Rios Husain                   Mr. Chuck Wray

Absent:
Mr. Josh Crisp                                   Others Present:
Dr. Dennis McElhoe                               Ms. Tiffani Bowser
Ms. Savonne McNeill                              Ms. Mary Ellen Dillon
Ms. Kimberly Wyont                                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 2:03 p.m. by Dr. Patricia Skinner. Guests attending the meeting, Ms. Tiffani Bowser, Safety/Human Resources Coordinator, and Mr. Christopher Thurley, Instructor-English/Writing, were introduced. Dr. Skinner expressed her appreciation to everyone for attending and for providing reports for their respective divisions or departments.

Dr. Skinner explained that the meeting would conclude by 2:45 p.m. to enable her to participate in an NC Legislative update call at 3:00 p.m. She also advised that at the Tuesday, May 12, 2015, 6:00 p.m. Work Session meeting of the Gaston County Commissioners she will make a presentation regarding the College’s budget request to Gaston County. President’s Cabinet members were urged to attend the meeting to show their support for the College.

Ms. Julia Allen then provided an update of the Golden Anniversary Gala, which will take place on Saturday, May 16, at 6:00 p.m. at Gaston Country Club. She indicated that actual invitations to the Gala were mailed to President’s Cabinet members and that emailed invitations were sent to all College employees. Currently, 140
people have responded that they will attend. Ms. Allen encouraged Cabinet members to attend and indicated that at the Gala several people will be recognized, including Gaston College Alumnus and Head Men’s Basketball Coach at Florida State University, Mr. Leonard Hamilton.

Dr. Skinner recognized Ms. Allen and her department for their hard work in organizing the many 50th Anniversary events throughout the year. Mr. Baney and his staff were recognized for their marketing efforts to promote these events. Ms. Allen noted the crucial role that the Plant Operations staff has in setting up these events and expressed her appreciation for their hard work and support throughout the year.

At that time Dr. Skinner turned the meeting over to Mr. Todd Baney for a presentation of a “Public Relations, Communications, Lock Down Overview.”

**Topic of Current Interest**

Mr. Baney began by explaining the many concerns facing schools and colleges regarding communications and crisis situations. Institutions must be proficient in Public Relations (PR), Communications, Crisis Communications, and Lock Down Procedures. The recent tragic shooting at Wayne Community College was a reminder that all institutions must be prepared and remain vigilant at all times. Mr. Baney then reviewed the information contained in his PowerPoint presentation.

Ms. Stephanie Michael-Picket is the Director of Marketing/PR as well as the Public Information Officer (PIO) for Gaston College. She coordinates internal communications, is the central point of contact and primary spokesperson for external communications and media inquiries, and handles Marketing/PR responsibilities. Any media inquiries should be directed to her.

Ms. Michael-Pickett is also the Central Point of Contact (CPC) for Crisis Communications in the event of actual or potential crises, such as: fires, bomb threats, natural disasters, major crimes, serious accidents, and hostile intruders. Should she be unavailable, Mr. Todd Baney, another member of the Executive Council, or the President’s Office should be contacted. The reasons for having a Crisis Communication Plan (CCP) and a Central Point of Contact were defined. A very important reason for having one person handling inquires and addressing the media is to avoid conflicting reports.

Mr. Baney advised that all college buildings, with the exception of the Vet Tech facility, have Public Address System capability. The GC Alert Emergency Notification System is available for students and employees. The system sends text messages and/or emails to notify of weather, emergency, or other important situations.

In a Lock Down situation Mr. Baney explained that members of the President’s Cabinet would take leadership roles. Incidents that may prompt a Lock Down include: on- or off-campus robbery, assault/deadly weapon, prisoner escape, hostile intruder, and active shooter.

Notification of a Lock Down would be made via GC Alert, Public Address Announcements, and by Word-of-Mouth. Mr. Baney emphasized that code words will not be used in these notifications. Instead, plain language will be used so that instructions are clear and easy to understand. Gaston College Campus Police are trained for incidents of this nature and will take control of the situation. In certain Lock Down situations, however, authority may be shifted to additional law enforcement.
The basic procedures to be followed in a Lock Down situation were detailed by Mr. Baney. These procedures include: remain calm/help others stay calm; turn off lights, lock and barricade doors and lock windows; take cover/stay out of sight/remain silent; put cell phones on silent/vibrate; if safe, place Green or Red Card in a window or under a door; and stay put unless otherwise directed by law enforcement personnel.

The Crisis Card System is currently in use at Gaston College; however, Mr. Baney pointed out that the use of these cards may change in the future. He then reviewed how Crisis Cards should be used if their use will not jeopardize safety. The Green Crisis Card indicates that everyone is accounted for and safe; the Red Crisis Card indicates there are critical injuries or problems in the room and assistance is needed.

Procedures for Fleeing in a Lock Down situation were then outlined. Mr. Baney stressed that common sense must be used in this instance. Fleeing is not an option if a hostile intruder is between the individual and the escape route or if the whereabouts of the intruder are uncertain—hiding is the better option. Fleeing should be considered only to avoid danger and if it can be done safely. If it is safe to flee, an individual should consider the following: have an escape route/plan in mind; get far away from the scene; move to a secure area; or escape out the other side of building.

Mr. Baney reviewed the Lock Down procedures again and stressed that it is important NOT to activate a fire alarm. He explained that the conditioned response to a fire alarm is to exit a building. In a Lock Down situation, exiting the building may put people in harm’s way. It is much better to seek a safe place to hide inside. A short video, created by Mohawk College, was presented and demonstrated the proper procedures to follow in a Lock Down situation.

Safety Training will be emphasized in upcoming months. The College has recently purchased training videos to assist in educating employees and students in the proper procedures for handling specific emergency situations. The Emergency Response Guide (ERG) is being updated, also. Learning Management System (e-Front) online and classroom training is expected to be available in the fall of 2015. Instituting actual Lock Down drills is being considered as well.

(A copy of the PowerPoint presentation provided by Mr. Baney will be maintained with the minutes of the meeting.)

Administrative Reports

President’s Office – Dr. Patricia Skinner

Achieving the Dream Success Meeting

On March 25, 2015, Dr. Skinner attended the Student Success Team Meeting along with the College’s visiting Achieving the Dream (ATD) coaches who provided an update regarding the College’s accomplishments during the last three years. The Success Team provided an Initiatives Update on Multiple Measures data, and the coaches encouraged continued involvement as a support system for students and cross-divisional communication. Work is continuing on the College’s ATD annual report, and the College will apply for Leadership College status in June 2015. The College received a very positive letter from the Achieving the Dream coaches following their visit.
Gaston County Manager’s Meeting

Ms. Cynthia McCrory and Dr. Skinner met with Mr. Earl Mathers, Gaston County Manager, on March 30, 2015, to review the College’s proposed 2015-16 Gaston County budget that was approved by the College’s Board of Trustees. Although noncommittal, Mr. Mathers indicated that county officials will carefully assess revenues available before presenting the budget to County Commissioners. The College was asked to make a presentation on its budget to the Gaston County Commissioners at their May 12 work session.

NCACCT Law/Legislative Seminar

The NCACCT Law/Legislative Seminar took place April 8-10, 2015. Dr. Skinner, along with several trustees, attended. Topics of interest included: Basic Employment Law; the Game of Risk: Understanding Your Legal Liability as a Trustee; Open Meetings Law; Employee Contracts; The State Budget and NC Legislature: How Will Community Colleges Be Impacted This Legislative Session?; An Update On Community College Legal Issues and Laws; and Legislative Advocacy: Your Voice Matters!

NCACCP

During the NCACCT Law/Legislative Seminar, April 8-10, 2015, the NCACCP met to hear presentations on the following: the John M. Belk Endowment, which offers funding opportunities for community colleges; Strengthening Enrollment, Local Employment, and Serving NC Veterans, by an EMSI Career Coach, which can help the NC Community Colleges fulfill their mission; and Crisis Communication, which gave attendees the guidance, structure, and content needed to develop detailed crisis communication plans.

sciVisit

SciVisit took place Friday, April 17 with about 900 students. Dr. Skinner attended several of the presentations: Who Killed Mr. Smith?, The Science of Beauty, Creation Station, Psychology Knowledge and Research in Action!, and Rocket Math. Gaston College faculty and staff created an outstanding event.

Pharr Trade and Industrial Phase I Open House

On April 20, 2015, Dr. Skinner attended and presided over the Pharr Trade and Industrial Phase I Open House. Members of the Golden Leaf Foundation, the Gaston College Foundation Board, the Gaston College Board of Trustees, and representatives of the local business community attended along with Gaston County officials and associates of ADW Architects and Pinnix Construction. In attendance also were members of the late Mr. William and Mrs. Catherine Stowe Pharr’s family including Mrs. Catherine Ann Pharr, their daughter; her children, Mr. Martin Carstarphen and Dr. Catherine Carstarphen; Mr. Bill Carstarphen, a grandson; his wife Carol; and their son, William.

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

Dr. Adam Zolotor, President and CEO of NCIOM continues the Board’s purpose as chartered by the 1983 NC General Assembly, which is to provide balanced, nonpartisan information on issues of relevance to the health of North Carolina’s citizens. An update of activities of recent NCIOM taskforces was provided at the April 21, 2015, meeting. A new taskforce, State Plan for Alzheimer’s Disease and Related
Dementia, is moving forward. Funding has been received to proceed with a taskforce on Mental Health and Substance Abuse. Two new potential taskforces are: All Payer Claims Database and National Governor's Association Policy Academy. The NCIOM Board will discuss these opportunities with funding partners.

67th Annual Distinguished Service Awards

On April 22, 2015, Dr. Skinner attended the 67th Distinguished Service Awards presented by the Gaston Jaycees. Awards were given for outstanding teacher, sheriff, police officer, emergency medical personnel, fire department, firefighter, and business of the year. Two other winners of note were Mr. George B. Ratchford, VP of Operations for PSNC Energy, for Outstanding Business Person of the Year, and Mr. Gene R. Matthews II, who received the Jaycees Duke Kimbrell Lifetime Civic Achievement Award.

Student Day at the North Carolina Legislature

On April 28, 2015, Dr. Silvia Patricia Rios Husain, Ms. Renita Johnson (SGA Advisor), and Dr. Skinner accompanied a group of students to Raleigh to advocate for community college faculty and staff salary increases. Students represented the N4CSGA and met with Senators Harrington and Curtis and Representatives Bumgardner, Hastings, Saine, and Torbett. The students conveyed their personal feelings to the legislators regarding what attending Gaston College means to them and the important role that Gaston College faculty and staff have played in their journey of completing their education.

Tour of the Pharr Trade and Industrial Building

On April 29, 2015, Ms. Cynthia McCrory, Mr. Jeff Switzer, and Dr. Skinner led a tour of the Pharr Trade and Industrial building for Commissioner Mickey Price, Mr. Earl Mathers, Mr. Stephen Campbell, Mr. Ron Grenier, Mr. Bill Blalock, Mr. Ken Kirby and Mr. Darrel Lykins. Another tour will be given at a later date for County Commissioners who could not attend on April 29. Commissioner Price indicated it was a valuable experience.

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

Textiles

1. Over the last two months:
   a. Services for 75 customers have been performed.
   b. Twelve new customers were added.
   c. Training has begun for the textile training initiative, and numerous classes have been completed for NC textile firms and NC high schools.
   d. The TTC staff and some customers visited the state legislators in Raleigh for Textile Day at the Legislature.
e. The TTC conducted a Boy Scout textile merit badge university for several scouts.

f. For the current fiscal year, invoices are up 18% from the prior year.

2. The NCSU Department Chairs Institute was held at the Kimbrell Campus.

3. The Montcross Area Chamber of Commerce held a mayors forum at the Kimbrell Campus.

4. The Gaston County Economic Development Commission is meeting at the Kimbrell Campus.

Faculty Senate Report – Ms. Sherry Sherrill

1. The Faculty Senate held its final meeting of the spring 2015 semester on Wednesday, April 29.

2. Topics of discussion included:

   a. The Faculty Senate will continue to organize feedback from faculty concerning the Faculty Workload Proposal. Two drop-in Question and Answer sessions are scheduled during the last week of classes to provide additional opportunities for feedback. Faculty Senate will then submit a list of concerns to the Faculty Workload Committee.

   b. Ms. Sherry Sherrill and Mr. Christopher Thurley agreed to continue research and efforts to update the Faculty Senate website during the summer of 2015. Concerns to be addressed include:

      i. Verifying that all information is accurate and up-to-date;

      ii. Implementing a way to keep all faculty apprised of current and ongoing issues on which Faculty Senate is working (in addition to monthly published minutes), as well as the status of the issue.

   c. The Faculty Senate discussed concerns about the proposed mid-semester evaluations and the ongoing end-of-semester evaluations. As a representative on the Faculty Evaluation and Assessment Team (FEAT) Committee, President Sherrill will forward all questions and concerns to the committee for consideration and discussion.

   d. Mr. Christopher Thurley was recognized for the outstanding job he did managing the detailed process of soliciting nominations and interviewing and assessing nominees for the Instructor of the Year Award. Faculty Senate is dedicated to doing all that it can to further improve this process.

   e. Ms. Leslie Martin and Mr. Scotty Brooks were recognized for their dedication for serving on the Calendar Committee for another year.

3. The next Faculty Senate meeting will be scheduled for the beginning of the fall 2015 semester. A specific date and time have not yet been set.
Staff Senate Report – Mr. Josh Crisp

1. The General Staff Meeting was held Wednesday, April 8, 2015, at 2:00 p.m. in Myers Center Multipurpose Auditorium. Dr. Dewey Dellinger gave a presentation on the SENSE survey. Staff Senate gave an update on goals and awarded door prizes. Refreshments followed in the Café.

2. Staff Senate is currently seeking nominations for Senators for 2015-2016. The Gaston College Staff Senate Nomination Committee, Ms. Jenna Deal, and Mr. Johnny Wong are assisting with questions.

3. The Staff Excellence Award was presented to Ms. Ann Davis at the Employee Appreciation and Recognition Luncheon held Friday, April 24, 2015. Ms. Davis will represent Gaston College in the State Staff Excellence competition.

4. Staff Senate goals for the current year are:

   a. Customer Service Campaign

      The Customer Service Campaign continues to be a successful program. Staff Senate continues to urge Staff and Faculty to submit nominations to recognize outstanding service provided by staff members to the College community. The individuals recognized during this campaign will be considered as candidates to serve as staff senators.

   b. Virtual Open House

      Staff Senate is working to produce short videos to highlight areas and programs at the College. It is hoped these videos will enable employees to better understand everything the College has to offer. Progress on producing these videos continues.

   c. Staff/Student Relations

      Staff Senate has made a commitment to support student functions on all campuses. Support of these activities is shown by attending, promoting, and volunteering to make these events successful.

   d. Faculty/Staff Relations

      The Executive Committee of the Staff Senate will continue to work with Faculty Senate to create a closer relationship and to identify issues that can be worked on jointly. Meetings are currently scheduled between Executive committees of both Senates to discuss joint issues.

   e. Staff Senate participation in 50th Anniversary Celebrations

      Staff Senate will support and promote 50th Anniversary activities.
Divisional Reports

Academic Affairs – Dr. Don Ammons

Academic Affairs

1. Achieving the Dream Annual Reflection is due June 1. The College will also be applying for Leader College status.

2. The Faculty Evaluation and Assessment Team (FEAT) is working on an early-semester formative SmarterSurveys assessment.

Arts and Sciences

In the spring 2015 semester various committed Arts and Sciences faculty and staff hosted the third annual SPARC³ professional development day, the North Carolina College Transfer Program Association statewide conference, sciVisit for high school students from Lincoln and Gaston Counties, the North Carolina Association of Developmental Educators western region conference, and the fourth annual Textures and Tones creative arts festival. It was a busy division!

Business and Information Technology

1. The Business and Information Technology Department is currently marketing the Healthcare Business Informatics (HBI) program with multiple high schools, hosted Portfolio Day, and is preparing for CSI (Crime Scene Investigation) Summer Camp July 13-16, 2015.

2. Eight Gaston College Phi Beta Lambda (PBL) members placed in the recent State Leadership Conference competition. Four of these students now qualify to represent NCPBL in the national competitions this year.

3. Gaston College Phi Beta Lambda also received the following chapter awards: 2015 North Carolina Gold Seal Chapter Award (one of only five PBL Chapters across NC that received this award), 2015 NCPBL Terry Lowrance Leadership Award for successful completion of Local, State, & National Goals, First Place - Western Region NCPBL Professional Division-Foundation, Inc., and sixth place – Local Chapter Annual Business Report.

Distance Education

1. Regarding the State Authorization Reciprocity Agreement (SARA), the College has approval in thirty-two (32) states.

2. The Southern Regional Education Board (SREB) listings in the database include six (6) degrees and seventeen (17) certificates available to out-of-state students.
Educational Partnerships Update

Career and College Promise (CCP)

a. Two CCP Information Sessions with 85 attendees were held in March, and the first CCP Advisory Board meeting was held in April. Both were very successful.

b. Gaston College is partnering with Lincoln County Schools to begin an Afternoon College for high school juniors and seniors beginning fall 2015 in Lincoln County. College Transfer Pathways courses will be offered at the Lincoln Campus, and Career Technical Education Certificate Pathways courses will be offered at the Lincoln County School Technology (LCST).

Gaston Early College High School (GECHS)

Three GECHS students were awarded an Outstanding Project Award from the Office of Naval Research at the North Carolina Science and Engineering Fair. GECHS students participated in Lenoir-Rhyne University’s Foreign Language Festival and placed first in Spanish skits, second in Spanish songs, and third in the Spanish Cultural Bee.

Work Based Learning and Placement (WBLP)

The Work Based Learning and Placement Department partnered with the Economic Workforce and Development Division to host a National Career Readiness Certification (NCRC) Job Fair in Lincoln County with 20 employers and over 75 job seekers. WBLP is partnering with academic divisions to plan career events, including a Portfolio Showcase with Business & Information Technology, a Meet and Greet session with Human Services, and other networking events.

Health and Human Services

1. An educational contract has been finalized with UNC-G for an on-campus Associate Degree Nursing to BSN in spring 2016.

2. The Health and Human Services Department has received preliminary indication that the Vet Tech program was reaccredited.

Institutional Effectiveness

The Institutional Effectiveness Department is currently conducting spring 2015 end-of-course evaluations, which will close on May 4. The 2013-14 Program Review evaluations of curriculum and continuing education programs have also been released.

Learning Centers

1. The Learning Centers are offering synchronous online tutoring (including weekends) through Blackboard Collaborate for students in online sections of MAT 171, MAT 151, and MAT 143.
2. A cross-divisional team of faculty and staff comprise the newly-formed Gaston Retention Initiative Team (G.R.I.T.) with a mission “to foster a culture of self-efficacy by embedding purposeful initiatives into the Gaston College experience that will empower students to progression and successful completion.”

**Administrative Services – Mr. Todd Baney**

**Human Resources**

1. **Open Positions**

   Currently, there are 10 open positions,

2. **New Hires**

   **Full-time Staff**
   - Tiffani Bowser, Safety/Human Resources Coordinator (3/9/15)
   - Sarah Evans, Membership Coordinator-WSGE Radio (4/27/15)
   - Chris Loyd, E-Learning Coordinator-BioNetwork Learning Solutions Center (4/20/15)
   - Debbie Van Scyoc, Secretary-Student Affairs (5/1/15)

   **Upcoming Retirements**
   - Joy Bruce, Chair/Instructor-Accounting (6/1/15)
   - Natalie Creed, Instructor-Mathematics (9/1/15)
   - Paula Day, Academic Advisor-Enrollment Management and Counseling (6/1/15)
   - Dr. Pam Gill, Instructor-Foreign Languages (6/1/15)
   - Alicia McCullough, Instructor-English (6/1/15)
   - Michael Pane, Instructor-Communications (9/1/15)

**Announcements**

- May 18-21 Faculty/Student Break
- May 18 Start Summer Flex Schedule (Monday-Thursday, 8 a.m. – 6 p.m.)
- May 25 College Closed: Holiday
- June 29-July 1 Faculty/Student Break
- July 2 College Closed: Holiday

**Economic and Workforce Development – Dr. Dennis McElhoe**

**Services to Business and Industry**

On April 23, 2015, Gaston County achieved the thresholds needed to apply for the ACT Work Ready Community Certification. This is a nationally recognized certification, attractive to potential and current employers. Eligibility for certification is based on goals set by ACT. For Gaston County, the National Career Readiness Certification (NCRC) goals were 1,771 Career Readiness Certificates and 104 letters of support. Gaston County exceeded both goals by awarding 5,691 NCRCs and receiving over 120 letters of support from employers. Neither of these goals could have been achieved without the dedication and
effort of the following EWD staff: Ms. Alison Cookson, Ms. Donna Blake, Ms. Beth Hollars, Dr. Karen Less, Ms. Becky McClain, and Mr. Brad Rivers.

National Career Readiness Job Fair

This event was a first of its kind in North Carolina and was held on March 26, 2015, at the Citizen’s Center in Lincolnton. With significant assistance from Ms. Joy Morrow and the Lincoln Economic Development Association (LEDA), the fair hosted 19 employers from Lincoln County and was visited by 92 job seekers during the course of the four-hour event. It is the intention of EWD to bring a similar event to Gaston County in the near future.

Business and Industry Training

Business and Industry Training continues its collaboration with Engineering and Industrial Technologies in the recruitment of companies to Apprenticeship 321, Gaston College’s Industrial Apprenticeship initiative. To date, the College has received verbal commitments from five companies with a potential for a total of nine companies participating in the initiative scheduled to begin in fall 2015.

Life Skills

Life Skills and Student Services staff participated as members of a Rapid Response Team visit to Mohican Mills, which announced the closing of its Lincolnton Facility scheduled for May 15, 2015.

Continuing Education

1. LeadingEdge: A Foundation for Effective Leadership

This seminar was successfully launched on March 24, 2015, at the Kimbrell Campus with 20 participants and on March 26 at LEDA with 18 participants. Participant feedback was very positive. Due to the positive feedback and demand (a waiting list currently exists), the third seminar originally scheduled for fall 2015 at the Dallas Campus will be rescheduled for May 28. The overall objective of these seminars, designed for new supervisors, is to serve as a “sampler” for more in-depth sessions to be offered by Continuing Education in the coming months.

2. Continuing Education will be offering several new courses in summer 2015 including Customer Service for the Medical Industry, Basic Motorcycle Maintenance, Social Media for Parents, and An Introduction to a Helicopter Pilot Career.

Public Safety

1. Eleven students of the Criminal Justice Academy successfully completed the exam for Detection Officer Certification.

2. In March 2015 the Criminal Justice Academy conducted Crisis Intervention Team training for 20 law enforcement officers from across North Carolina.
Finance, Operations, & Facilities – Ms. McCrory

Finance

Budgeting

1. The Governor released his proposed 2015-16 budget in April. The NC House is expected to release its budget in early May. The Legislature’s goal is to have the 2015-16 budget approved in June. Once approved, the System Office will prepare College-specific funding details and make that information available to the Colleges in July or August.

2. Budget Pools using state funds are now closed for the year. Some account activity remains as outstanding invoices are paid and year-end adjustments are made.

E-check – Direct Deposit of Reimbursements

1. Direct deposit for staff reimbursements (i.e. travel) is currently working through a soft launch. Enrollment in the Accounts Payable direct-deposit program is done by contacting the Accounts Payable Department.

2. A small group of students will receive summer financial aid disbursements through direct deposit as a pilot group, with additional students to be added in fall.

Web Advisor – Student Self-Service for Finance Launch

1. The student self-service WebAdvisor upgrade will launch with the summer 2015 term. The WebAdvisor Make a Payment link is being replaced with a View Account and Make Payments link.

2. Students will be sent a postcard directing them to the self-service page in lieu of mailing billing statements. Paper billing statements will be available upon request only.

Facilities

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

   Construction drawings received final approval from the State Construction Office. ADW is incorporating final SCO comments into a bid document, and sending a bid package to Gaston County and E.D.A. for approval to bid. The project is on schedule for awarding the construction contract in the second quarter of 2015, construction should begin in June 2015, and completion is expected in February 2016.

2. Center for Advanced Manufacturing: Architect: MBAJ Architecture

   Construction drawings have received final approval from the State Construction Office. Boomerang is incorporating final SCO comments into the bid document, and sending the bid package to Gaston County and E.D.A. for approval to bid. The project is on schedule for awarding the construction contract in the second quarter of 2015, beginning construction in the second quarter of 2015, and completion in the summer of 2016.
Purchasing

1. The last of the PTI equipment has arrived and is being installed. A state inspection will be scheduled upon completion.

2. April 17, 2015, was the last day to place purchase orders with the exception of office supplies. Office supplies can be ordered on state contract through May 15.

Technology Services

1. Technology Services has completed the following projects:
   a. Installation of 50 plus computers in CET 114
   b. Uploaded staff/faculty email addresses into Colleague
   c. Completed the test for the single sign-on portal to access library resources; the portal will go live in summer 2015

2. Technology Services is assisting with the following projects:
   a. Working to decrease telecommunications costs
   b. Working with EWD regarding Instant Enrollment for:
      i. EMS (process provided)
      ii. Life Skills (on hold at the time)
   c. Working with the Business Office and the Registrar’s Office to implement the Student Self-Service Portal
   d. Working with the Financial Aid Office to add customer service survey questions to their website landing page

3. Technology Services will stream graduation live. A cable screen has been created to inform the public, and information has been included with student graduation robes.

Mailroom/Printshop/Design

The department is currently reviewing options to reduce postage costs for the College.

Bookstore

1. Summer faculty textbook adoptions have been received and orders are placed.

2. Fall textbook adoptions are in process and are being prepared for order in the summer of 2015.
3. Preparations continue for graduation with the distribution of cap and gowns beginning May 4, 2015.

4. End-of-Term Book Buyback is being held on all three campuses:
   a. Dallas Campus: May 11-14
   b. Kimbrell Campus: May 12
   c. Lincoln Campus: May 13

5. The Bookstore Server Upgrade Project will close all stores for one day during summer break. This process will update Windows software and add PayWare credit processing to accommodate the new microchip credit cards. This change will bring the Bookstore in line with industry trends and standards as a credit card merchant.

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

By the Numbers

1. The estimated spring headcount is 5,288, which is a decrease of 5.8% compared to the final spring 2014 headcount; and the FTE is 2,060, a decrease of 4.9% compared to the final spring 2014 FTE. Summer and fall registration have started.

2. There were 1,349 admission applications for fall 2015 as of April 28, 2015. This represents a 4% increase compared to the same time last year.

3. There are 911 graduates this academic year (593 for the spring term).

4. The TRiO program will graduate 39 students this semester.

5. Over 900 Early Alert Student Persistence and Success Plans (SPSPs) have been submitted at this point for spring semester 2015.

6. The Katherine Harper Testing Center administered 574 college placement tests between January 1 and March 31, 2015. On April 7, the Center went live with the new North Carolina Diagnostic Assessment for Placement--Developmental Reading and English (NCDAP-DRE) Assessment. The TEAS test was administered to 247 students.

7. The scholarship application deadline is May 3, 2015. There have been 847 scholarship applications received, and a review of applications begins May 6.

8. The Financial Aid Application process for 2015-16 is underway, with 1,872 applications received and 537 students awarded to date.
9. Since January 2015, the Counseling Center at the Dallas Campus has had 1,692 visitors, the Lincoln Counseling Center had 459 visitors, and the Transfer Advising Center has had 629 student visitors.

Activities and Initiatives:

1. The Financial Aid Office is implementing the required “courses in major” evaluation process that ensures only courses within a student’s major are included for aid eligibility. Regular communications are sent to impacted students.

2. The Federal Work-Study position request process and timeframes have moved up to allow students to begin work closer to the start of fall term. Supervisors who need their current work-study students to work during the summer term may make the request to the Financial Aid office at this time.

3. The NC State Approving Agency VA Compliance Survey is scheduled for May 26, 2015.

4. Maxient Conduct Software is now being used to track and manage student conduct cases.

5. New Student Orientation is being updated; the committee hopes it will be launched in early September.

6. Seventy students are currently enrolled in the Step Up program. The goal of this grant, funded by the Sisters of Mercy Foundation, is to increase student retention and completion by providing holistic advising, study tools, and spaces that are conducive for academic success and team building. Eligible students are financial aid-eligible (low income) and/or are first generation college students between the ages of 18-24. The program is located in CAS 201 and the “north alcove” of offices on the second floor of the CAS building. Limited Step Up services are also provided on the Lincoln Campus.

7. The Admissions Department collaborated with numerous areas across campus where the focus is on recruiting. Several events included: SciVisit, Gaston County Schools College Fair, a Gaston College booth at Community Fun Run, presentations/booth at Gaston County Schools/Gaston Arts Council Art Show, a Rapid Response at Mohican Mills in Lincolnton, and numerous group tours.

8. Upcoming recruitment events include CaroMont Community Health Challenge on May 16, game sponsor for Gastonia Grizzlies on June 26, an information table at graduation, summer Instagram See Yourself at Gaston campaign, and several more classroom presentations at the high schools.
Conclusion

Dr. Skinner expressed appreciation to Mr. Baney and his division for their presentation regarding an overview of Public Relations, Communications, and Lock Down procedures.

Dr. Skinner then provided a brief update on the State budget situation. The State has determined that more funds will be available than originally anticipated; however, there are a very large number of requests for these funds.

She also gave a brief review of Community College Day at the North Carolina General Assembly that was held April 28 when community college students were able to meet with their district’s legislators, attend a meeting of the NC House Education-Community Colleges Committee, and be formally recognized by both chambers of the General Assembly. This event showed broad student support for the budget priorities related to tuition rates and instructor pay. Overall, more than 100 students from across North Carolina attended the event.

Dr. Skinner also indicated that the NC House should have their budget by May 18. She will continue to provide budget updates to Cabinet members in the coming weeks.

There being no further business to come before the President’s Cabinet, the meeting was adjourned at 2:39 p.m. A schedule for 2015-2016 President’s Cabinet meetings will be distributed in the near future.

Respectfully submitted,

Lynda Ellington

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Recording Secretary