MINUTES OF THE MEETING
STAFF SENATE
Tuesday, October 13, 2009
DBC 119
Gaston College | Dallas, NC
Prepared by: Ben Dungan

Members Present: Jody Mosteller, Harriet Dameron, Diane Ward, Ben Dungan, Kim Watson, Melanie Hoyle
Members Absent: Sherry Carpenter, Kim Beam, Gwen Danner, Doug Bradley, Dr. Joe Keith, Dr. Karen Less, Teresa Griffin, David Sparrow, Vickie Hoke, Dr. Linda Greer
Others Present: N/A

I. CALL TO ORDER

Review/Approve Minutes from September Meeting

- The minutes were not approved due to a lack of a quorum. No changes were submitted. The minutes will be approved at the November meeting.

II. OLD BUSINESS

Staff Development Day Committee

- Due to only one volunteer for this committee, Kim Watson indicated that all Senators will participate in the planning of Staff Development Day in the spring.

2009 – 10 Ideas / Activities

- A discussion on how we can successfully implement and accomplish the prioritized list of ideas and activities was held:
  - Participate in the revision of performance appraisal form and procedure
    - Kim indicated that Human Resources is making minor revisions to the form. Some of the modifications thus far include: simplifying the scale and adding an additional area for a supervisor or dean to sign off on it before it is presented to the employee. Human Resources plans to review the proposed changes with Staff Senate before final approval.
  - Quality Control & Process re-engineering for staff areas to cut costs, increase productivity & increase efficiency
This is a topic we may address with our Staff Development Day. It has been suggested we consider Bill Cardin, a quality consultant and a corporate education instructor to offer some ideas and insights on how we can cut costs, increase productivity and increase efficiency.

- Participate as a group in two College events; (i.e. Run for the Money, fair, festival, etc.)
  - Kim suggested we can choose an event in the spring and one in the fall. Due to short notice, no one from Staff Senate was able to assist in the Apple Festival. A few members painted faces at the International Festival.
  - Ben Dungan suggested we let future campus organizations know we need advance warning to be able to plan accordingly.
  - Kim will contact the President’s office to obtain a list of campus sponsored events so we can choose which events we want to be a part of.

- Review/simplify Staff Excellence Award Submission process
  - This will be tabled for discussion at our next meeting

- Enhance communication with staff via quarterly email announcements, surveys, Inside Gaston submission, etc. & Raise awareness about the role of Staff Senate at Gaston College
  - Kim suggested we conduct a survey as we move towards Staff Development Day.
  - Continue to utilize Inside Gaston as a way to communicate with staff.
  - Diane Ward suggested we set up an email address to allow staff members to communicate their comments, question, or suggestions
  - Ben Dungan suggested we look at creating an online form that staff members could fill out if they wanted to remain anonymous.
  - Ben also suggested we send some type of welcome greeting to all new hires in an effort to raise awareness of Staff Senate and its role at Gaston College.

- Participate in College's Code Green Initiative
  - Dr. Karen Less and Doug Bradley are both on this committee. They will be able to provide updates as they become available.

- Spearhead "stay home if you're sick" initiative to combat spread of H1N1
  - The committee offered up suggestions including creating an online form or email. Kim also mentioned she would continue this dialogue with Human Resources on this topic.

- Foster partnership/collaboration with Faculty Senate
  - At the President’s Cabinet meeting that Kim attended, Dr. Skinner mentioned that both Faculty and Staff senates might want to consider doing something for Earth Day.
  - Harriet spoke with Jesus Medina about a possible spring fling type of event for faculty/staff – potentially being held on the weekend.

- Spearhead/participate on Memorial Day observance committee for 2010
  - Kim suggested we potentially work with SGA and Faculty Senate on this project.
- Recognition for Senate term completion - certificate of appreciation from Senate Officers/Dr. Skinner
  - Kim felt this is something we can easily do that will not require much coordination.
- Consider installation of baby changing stations in restrooms for key buildings
  - Kim felt the first step in working on this is presenting it to Facilities Management. Ben felt we may need to look at other community colleges in the system to see if they have any baby changing stations.

**Staff Senate Name Tags**
- Kim continues to contact HR in pursuit of obtaining nametags.

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**III. NEW BUSINESS**

**Budget Update**
- Based on email communication from Dr. Greer, we have $1500 in our budget. It cannot be used for food, giveaways, prizes, etc.

**Staff Development Day**
- We will all be assisting Dr. Joe Keith with this project. We are planning to have it in the spring. Dr. Keith is on vacation, but Kim indicated she would talk to him about this. Kim also charged the committee to seek input from staff members in their areas to see what ideas they may have for Staff Development Day.
- Kim received an email from a staff member asking us to consider offering a session on “Email Etiquette” and “Communication between departments and staff.”

**Staff Senate Polo Shirts**
- Dr. Greer brought up the idea of purchasing Staff Senate shirts. Kim indicated embroidered shirts would cost $15 each. The committee seemed open to that. This would be voted on in a future meeting when we had a quorum.

**Code Green Initiative Update**
- Dr. Less was not present. This item was tabled to a future meeting.

**Social Committee Update**
• At the President’s Cabinet meeting, Dr. Skinner suggested that someone from Staff Senate also be on the College Social Committee. Since Vickie Hoke is already on this committee, she will also serve as the Staff Senate Representative.

• Kim also reviewed the minutes from their most recent meeting. Some of the highlights include:

  The approved budget by Dr. Skinner was presented: $1,200 for the Holiday Celebration and $3,000 for the Faculty/Staff Appreciation event (April 29 or 30). It is understood that these amounts are subject to change.

  The committee’s immediate focus will be planning the Holiday Celebration scheduled for Friday, December 11, 2009. The Rauch Art Gallery has been reserved but other options were discussed. One possibility is to hold the reception in the new Health Education building and this option will be further discussed at the next meeting.

  Subcommittee assignments have been made. Staff Senate representative, Vickie Hoke is serving on the invitations and marketing committee

  Invitations will be sent via email as a way to cut costs.

Inside Gaston – December Issue

• This item was not discussed due to time.

Board Meeting Report

• Joe Keith submitted this report on the Board Meeting that took place on 9/28/09:

  o Architects presented proposals for doing the lower floor of the Cochrane Building in Lincolnton for the Cosmetology Program. A company called Adwarchitects was chosen.

  o Dr. Skinner listed her measurable priorities for 2009-2010. These included items such as:
    ▪ Resources for the support, education and training of the community
    ▪ Resources for BioNetwork/BioEd Center and the Textile Center
    ▪ Program to meet changing employment needs of the region
    ▪ Partnerships
    ▪ Standards of regulatory bodies
    ▪ Facilities master plan
    ▪ Safety and security plan
    ▪ Early Childhood Development Center support
    ▪ WSGE radio station support

  o Dr. Skinner’s report:
    ▪ Estimated headcount – 6526, FTE 2726
    ▪ Gaston Pride tour of 3000 third graders on campus
    ▪ Book shower for East Campus
• **David Belk Cannon dedication**

  o **State Budget** - $27,664,255. This is $2,177,171 (8.5%) more than last year.

  o **County Capital Budget** of $697,259

  o The Gaston Board of Trustees and the State Board of Trustees Association is petitioning the Governor to do away with the 5% reversion

  o Operational funds for Staff Senate and Faculty Senate are restored (don’t know exactly what this means. Bill Sturmer said we had $600 in our account)

**Announcements**

• The meeting was adjourned at 1:55 p.m.