MINUTES OF THE MEETING
STAFF SENATE
Thursday, January 14, 2010
Dalpiaz Student Center, Room 222
Gaston College | Dallas, NC
Prepared by: Ben Dungan

Members Present: Dr. Joe Keith, Dr. Karen Less, Doug Bradley, Harriet Dameron, Ben Dungan, Kim Watson, Melanie Hoyle, Dr. Linda Greer, Sherry Carpenter, Diane Ward

Members Absent: Gwen Danner, Teresa Griffin, David Sparrow, Vickie Hoke, Jody Mosteller,

Others Present: N/A

I. CALL TO ORDER

Review/Approve Minutes from December Meeting

• The December minutes were approved as edited.

II. OLD BUSINESS

Staff Development Day (SDD)

o Technology Services/Savonne McNeill agreed to provide a presentation and Judy Blankenship agreed to present on stress reduction. Dr. Keith has not nailed down a keynote speaker yet, but contacted Kwain Bryant about speaking. Mr. Bryant’s fee is $1000. The committee agreed to offer up to $800 for a keynote speaker.
  ▪ 10:00 a.m. topic #1
  ▪ 11:00 a.m. topic #2
  ▪ 12:00 p.m. keynote speaker
  ▪ 2:00 p.m. topic #2
  ▪ 3:00 p.m. topic #1

o In order to know how many refreshments to provide, Dr. Karen Less agreed to put together a survey to determine how many staff members will be attending SDD. Based on these results, a sign-up sheet for refreshments will be passed around at the February meeting. Dr. Keith will be responsible for collecting refreshment money.

New Staff Member Welcome

• Diane Ward talked to Patti Sahms in the printing department about designing a welcome card for new staff members. The committee recommended using the verbiage “please accept our complementary gift” in an effort to not be tied to just one type of gift. Ben Dungan mentioned that
we would be able to secure free movie passes occasionally from the radio station. Diane will provide a sample card for us to review at the February meeting.

**Midterm Progress Report**

- Kim Watson reviewed the prioritized list of ideas and activities for the year to see where we were in terms of progress. Of the 13 items, the committee decided to take a closer look at the quality control & process re-engineering initiative. The committee agreed to address this initiative by asking Bill Cardin to be our keynote speaker at Staff Development Day if he is available. If Bill is not available, Dr. Keith will follow-up with Mr. Bryant.

**III. NEW BUSINESS**

**Executive Council Meeting Update**

- Dr. Linda Greer provided a report on the Executive Council Meeting that took place on 1/14/10.
  - The Staff Performance Appraisal is still under review with the Executive Council
  - Faculty/Staff recognition will be held on Friday, April 30
  - NCCCS Luncheon will be held on Wednesday, April 14 in Raleigh
  - There have been discussions regarding the purchase of a Staff Excellence Award plaque with all winners (past and present) included on it
  - All of the community college presidents met with Gov. Perdue on Wednesday, January 13. At this point, there are no anticipated budget cuts or reversions.

**President’s Cabinet Meeting**

- There was no meeting to report on.

**Committee Updates**

- **Calendar**
  - Melanie Hoyle indicated that this committee was in the final draft stages for the 2011 calendar year.

- **Social**
  - No report

- **Mini-Grant**
  - Kim Watson will follow-up with Sylvia Bajorek to see if this committee is still planning to meet.

- **Altrusa Award**
  - Kim Watson will follow-up with Sylvia Bajorek to see if this committee is still planning to meet.
• **Staff Excellence Award**
  o Dr. Karen Less will send a timeline and a list of questions to Ben Dungan to disperse to the senators. Dr. Less will also send an email to Dr. Skinner and all vice-presidents to encourage nominations from within their respective departments.

**Announcements**

• Doug Bradley mentioned there are volunteer opportunities available within the Community Foundation for the Run For the Money event if Senators are interested.

• The next meeting will be held on Thursday, February 11 at 2:00 p.m. at Lincoln Campus, room 218.

• The meeting was adjourned at 3:02 p.m.