

MINUTES OF THE MEETING
STAFF SENATE

Thursday, February 14, 2013

Dallas Campus, Myers Center Cafeteria, Staff Dining Area

Prepared by: Melanie Hoyle

Members Present: Doug Bradley, Sherry Carpenter, Josh Crisp, Joyce Crumpton, Harriet Dameron, Adele Earls, Dr. Linda Greer, Jeannie Horton, Melanie Hoyle, Gary Johnson, Dr. Karen Less, Christian Smith

Members Absent: Ben Dungan, Stephanie Lutz, Nichole Malloy, Beverly Murphy

I. CALL TO ORDER

- The meeting was called to order at 10:07 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The January minutes were approved as written.

III. STANDING COMMITTEE REPORTS

- **New Staff Member Welcome**
 - None
- **Calendar Committee**
 - The 2014 calendar is almost finalized and should be published soon.
- **Staff Senate Social Committee**
 - Happy Valentine's Day
- **Gaston College Social Committee**
 - They are currently planning the Employee Appreciation Luncheon that will be held April 5. The Sports Page will be the caterer.
- **Mini-Grant**
 - The Mini-Grant committee met. They had 1 mini-grant that was submitted for consideration from Textures and Tones. It was approved.
- **Altrusa Award**
 - The committee is currently accepting submissions for the Altrusa Award.

- **Staff Excellence Award**

- The Staff Excellence Award was officially announced on February 4. All nominations will need to be submitted to the area VP of the nominee by March 1, 2013.
- Everyone was reminded that our March Staff Senate meeting will be the meeting that interviews of the finalist are conducted.
- The Staff Excellence Award committee is working on guidelines for the Staff Excellence Award. They should be completed before the 2014 nominations start so future committees will have something to go by.
- The Staff Excellence Award committee is also working on updating the narrative and interview questions to align more closely with the questions required at the state level.

- **Staff Development and Training Needs**

- A survey was sent out to Lincoln and Kimbrell campus to find out the need for training on travel paperwork.

- **Health Promotion Committee**

- Committee is promoting upcoming 5k runs/walks. The college gets points for participation in these events. We get double points for any Executive Council participants. Upcoming opportunities are: Run for the Money – April 20 / Gastonia Grizzlies run in July / Spencer Mountain 5K in November.
- March 21 Foodtastic will be offered again.
- May 2 – Health Fair
- There will be more vending machine changes to promote good health choices.

- **Nomination Committee**

- Committee encouraged everyone to start gathering names of staff who may want to be on Staff Senate. Also at the April meeting we will look at who is going off of Staff Senate and who might be interested in running again.

- **Marketing Committee**

- No Report

V. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update**

- No Report

- **President's Cabinet Meeting Update**

- **Updates from the President**

- Dr. Skinner gave an update from the NCACCP meetings which included:
- Clarification on different initiatives that are happening in Technology throughout the community college system, due to the educational demands in the market place.
- She also gave a System Office Update which included updates on new testing using multiple measures; updates to the CAA; and speculation about how to handle the upcoming health care issues due to the Affordable Care Act (how it may affect part-time staff and adjunct faculty.)
- Other news/highlights from Dr. Skinner included:
- Ms. Stephanie Michael-Pickett will be coordinating the Gaston College video for the 50th Anniversary – UNC-TV Documentary.
- (For Staff Excellence award winner in 2013): A State Board member will be recognizing the College recipients at each of the community colleges this year due to the 50th Anniversary Event in Raleigh on June 5, 2013. There will be no state-wide Excellence Event in April.

- **Safety and Security Update – Mr. Todd Baney and Chief Billy Lytton**

- Emergency Response Guides are in the process of being distributed to all Campuses and full-time and part-time permanent employees are receiving appropriate training.
- After full-time and part-time permanent employees are trained, the next step is to develop materials to train part-time faculty and staff perhaps using Blackboard.
- The installation of the Emergency PA system is complete (all campuses) with the exception of the Vet Tech building.
- There are some external speakers located at the Myers Center and the external speakers at the clock tower are being tested for use.

- **Administration Reports**

- February 21-22 – Faculty/Student Break (College closes at 4 p.m.)
- ***March Into Your Future Week (March 13 -20)***: Free workshops will be held during the week leading up to Career Day to better prepare students who attend the event. (Workshops sponsored by members of the Career Development Committee.)
- March 20 – 8th Annual Benefits Fair
- March 25-28 – Faculty/Staff Break (College closes at 4 p.m.)
- March 29-April 1 – College Closed: Holiday
- April 1- It is highly likely that state funding will be curtailed to essential items only (payroll and utilities) beginning April 1. If this occurs, purchase orders will be cut off in March and outstanding orders will be cancelled. Items that are required to keep your department functioning and for which you still have budget funds available, should be ordered as quickly as possible.
- April 2 – Faculty/Student Break (College closes at 4 p.m.)
- The last date to place purchase orders for FY 2012-13 is May 3, 2013, if State funds are available.
- May 14 – Graduation, Bojangles Arena, 7 p.m.

- **Faculty Senate – Ms. Susan Whitemore**
 - Faculty of the Year nominees include:
 - Beth McCall – Instructor of Developmental English
 - Leslie Pressley – Instructor Practical Nursing Program, Lincoln Campus
 - Jaime Conrad – Instructor Business Administration
 - Eric Rhom - Instructor of Automotive Systems Technology

- **Board of Trustees Meeting**
 - Introduction of Employees- Susan Waddell; Shamere Morrison; Allison Abernathy; Elizabeth Godfried; Scott Hirschman; Jimmy James; Curtis Rayfield.
 - President’s Report:
 - Received Golden Leaf grant to help with renovation of PTI
 - EDA investing \$1.5 towards the Center for Advanced Manufacturing
 - Legislative priority going to funding for year round targeted instruction – helping our students in 12 month programs complete sooner. Discussions also revolve around performance based funding; NC Back to Work initiative; technical education infrastructure; and restore Textile Technology Center/maintenance.
 - Current initiatives are student focused: Achieving the Dream and Completion by Design.
 - Challenges ahead for next year as we expect enrollment to continue to decline we can also anticipate a decrease in funding. Dollars are allocated on a 3-yr rolling average.
 - There is also consideration for how the Affordable Care Act will impact us.
 - Facilities
 - Phase 1 for PTI – selecting an architect
 - Harney Hall Roof at Kimbrell Campus will have 20 yr warranty
 - Myers Center–SGA and AVP/Student Activities renovation–going to bid in February
 - Budget
 - LC budget approved at \$138K
 - Longevity pay accepted in current budget
 - Overall revenue is down by about 7-8% which is in line with our enrollment drops (i.e. bookstore, vending, parking, cafeteria, etc)
 - Upcoming Meeting
 - Next Board Meeting is March 18th at 4:00 pm in the MC Board Room

- **Achieving the Dream**
 - Data was available in January and the Data Team has met numerous times to analyze it. They have looked at CCSSE, Student Success Summit, and longitudinal data. They also analyzed data that Dr. Clay prepared which was broken down by race, gender, age, and developmental status, and advising data the Geri Dobbins pulled from surveying

students. At the Core Team, we reviewed the *Summary of Data Gaps* and gave feedback. Now that the data has been analyzed and presented, the team will prepare 3 priorities. Developmental redesign has already been approved as one of the three. More info to follow after the leaders return from the AtD conference.

- Some possible additional priorities were identified as follows:
 - Decreasing the number of hours in developmental courses
 - Closing the achievement gaps among Latino, African American, and Caucasian students in developmental courses
 - Improving the term to term (persistence) retention and completion of students (intervention: advising/support services)

- **VP Update**

No Report

VI. UNFINISHED BUSINESS

A. Goals and Objectives Update

1. Customer Service Campaign
 - Still working on the Web form. Should be ready soon.
 - Committee chair will present the details about the Customer Service Campaign at Executive Council on February 26. A request will be made for guidance on the official name of the program
 - Parking signs for program winners will be ordered for each campus. Signs will be made of cast iron and will have an engraved plaque that says “Provided by Staff Senate”. Banners will also be ordered for each campus.
2. New Staff Mentoring Program
 - Harriet will have a meeting with Carol Denton in HR to see what information they provide new employees so efforts won’t be duplicated.
 - Committee is considering all sources of possible monetary funds to provide continued support for the program.
3. Open House for Faculty/Staff
 - No Report
4. Faculty/Staff Relations
 - Dr. Skinner is pleased that Faculty/Staff are working together on projects to build a stronger working relationship.
5. Centralized Training Calendar
 - Process for getting SharePoint up and running is still being worked on.

B. Update on Retirees Request

HR is updating their contact email list to make sure all retirees are included in email correspondence.

VII. NEW BUSINESS

A. Bonus Checks

There were a few employee concerns about the bonus checks being lumped in with regular pay and more taxes being taken out. After larger taxes were taken out then the bonus was reduced significantly. Staff Senate member Jeannie Horton, who works in Payroll, relayed to the group that they had already heard the concerns and were looking into the possibility of having separate checks cut in the future. Jeannie agreed to keep us updated on the status.

B. Focus Group Request

Adele encouraged everyone to participate as much as possible in the upcoming focus groups. She also requested we encourage those that work around us to participate. More information will be sent out campus wide in the near future.

C. Employee Appraisals Concern

A request was made of Staff Senate to contact HR and see if the timeline could change on when Employee Appraisals were done. Current appraisals are being done on a timeframe that is 6 months to 1 1/2 years ago. Adele agreed to take the concern to Todd Baney, HR Director.

VIII. ANNOUNCEMENTS

- A. Next Staff Senate Meeting – March 14, 2013
 - B. Employee Appreciation Luncheon – April 5, 2013
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VIII. ADJOURNMENT

The meeting was adjourned at 11:10 a.m.