

MINUTES OF THE MEETING
STAFF SENATE

Thursday, November 12, 2015

Lincoln Campus, LC 218

Prepared by: Melanie Hoyle

Members Present: Emily Dalton, Jenna Deal, Jayna Dempsey, Missy Fox, Rocky Goins, Debra Hissom, Melanie Hoyle, Cynthia McCrory, Kent Spitler, Kim Warwick, Johnny Wong

Members Absent: Jenell Barnett, Linda Barrett-Ray, Sherri Chavis, Adele Earls, Travis Hogue

I. CALL TO ORDER

- The meeting was called to order at 10:04 a.m.
 - Jenna welcomed everyone to the meeting.
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II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- Motion made to approve October minutes with 1 revision from Cynthia McCrory. Motion made by Debra Hissom and seconded by Johnny Wong. Motion approved.
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III. NEW BUSINESS

- **Campus Safety**

Jenna welcomed Gaston College Campus Police Chief Billy Lytton to the meeting. Chief Lytton attended the meeting to answer questions about campus safety. Some questions that were asked:

 - What is the possibility of staff and faculty with concealed weapons permits being able to carry their weapons on campus? Chief Lytton said state law does not allow individuals to carry guns on college campuses even with a concealed carry permit. State law does allow an individual with a concealed weapons permit to have a gun locked in your car but you cannot carry it around with you while on campus.
 - Are students going to receive any training on campus safety? He talked about the training that was given at the Faculty Staff meeting on campus safety. One of the training videos is available on the internet for students to look at (Run-Hide-Fight). He also said Lockdown Drills is in the planning stages to help everyone be prepared. He urged everyone to sign up for GC Alert. He also asked that we remind students about GC Alert and tell them how to sign up.
 - What should we do if we don't have doors that lock? Chief Lytton said to contact Daniel McLaurin to get any faulty locks fixed. If there are safety reasons that you don't have a lock on your office or classroom he suggested during an emergency everyone move to a secure location with a lock or exit the building if possible. If you can't move to another more secure location or leave the building then he suggested you turn off lights and hide. Johnny Wong also made a suggestion that you could put a door stop behind the door after you close it so it won't open. This would work best on non-carpet floors.

- **Course Evaluations**

Apriale Clark sent bookmarks for everyone with information on End of Course Evaluations.

- **Staff Senate Picture**

We would like to do a Staff Senate group picture to use on an electronic card. This card will be sent to the campus with warm holiday wishes from Staff Senate. Everyone will need to wear their Staff Senate shirt to our December meeting so we can take that picture.

- **Faculty/Staff Vacation**

Someone requested that Staff Senate review the details on the difference in paid vacation between Faculty and Staff. Jenna will follow up with Carol Denton in HR to get more clarification on this.

IV. STANDING COMMITTEE REPORTS

Standing Committee Volunteers/Reports:

- **New Staff Member Welcome** (Travis Hogue)
 - Russell Smyre (Director of Facilities)
 - Phyllis Davis-Brown (Lifeskills)
 - Stacy Simpson (Nursing)
- **Staff Development and Training and Calendar Committee** (Kim Warwick)
 - Professional Development Day will be February 11, 2016. The committee is working on finalizing details. All staff should be able to attend the event.
- **Social –Staff Senate** (Linda Barrett-Ray and Kim Warwick)
 - We will have pickups at our next Staff Senate meeting. All staff senators please sign the sheet going around so we will know what you plan to bring.
- **Social –Gaston College** (Emily Dalton)
 - Holiday Event will be December 4 from 11:00-1:00. There will be giveaways so make sure to RSVP so your name will be in the drawings.
- **Mini-Grant** (Sherri Chavis)
 - This committee now goes through Dr. Ammons. Jenna will check to see what is going on with this group.
- **Altrusa Award** (Missy Fox)
 - No Report
- **Staff Excellence Award** (Jenna Deal and Debra Hissom)
 - Ann Davis's nomination was submitted to the state for consideration.
- **Health and Wellness Committee** (Kent Spitler)
 - Committee received request for more meal recipes and less dessert recipes.
 - Judy Blankenship will do relaxation/stress release classes in the spring.

- Benefits Fair was a success with blood pressure cuffs being given away to faculty and staff.
 - Committee is looking at healthy foods for the vending machines.
 - Kelly Vass is still looking for Health and Wellness success stories.
 - Jacob Surratt sent out a Health and Wellness Calendar.
 - They are seeking grants for a Campus Health Clinic.
 - The next meeting will be November 16.
- **Nomination Committee** (Jenna Deal and Johnny Wong)
 - No Report
 - **Master Plan Committee** (Travis Hogue)
 - The committee provided an online survey to gather input. They received between 200 - 250 responses. They also received input from divisional meetings, external stakeholders and student focus groups. The committee is compiling a top list of considerations to be sent to the architects for evaluation. Some of the top needs so far are; the Vet Tech Program needs space, Science Lab space, Criminal Justice Paralegal labs and a Student Center with study areas.
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V. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update – November 3, 2015**
 - Dr. Husain and Ms. Jennifer Nichols provided a demonstration of the beta version of the new online student orientation, which is under development with Advantage Design Group. Advantage Design is also working with several other North Carolina community colleges in updating their online student orientations. The new orientation is broken into segments that will allow students to stop and start the segments versus having to complete the entire orientation at one time. The timeline is for completion by next spring and rollout for summer 2016.
 - Dr. Husain presented a 37 page summary of required Consumer Information Disclosures and Federal School Disclosure Requirements. The goal is to identify which department at Gaston College assures our compliance in each area and identify our method of disclosure. Work will continue on this master document to assure our compliance in all areas.
 - Dr. Ammons brought forward a proposal to host the North Carolina Tutoring and Learning Association Conference (NCTLA) at Gaston College on March 31 – April 1, 2016. This conference will bring approximately 100 learning and tutoring professionals to our campus from across the state. This function was approved by the Executive Council.
 - Ms. McCrory led a discussion regarding the final state budget. The state will provide \$31.1 million in funding for Gaston College for 2015-16. Dr. Skinner reviewed the budget at the Faculty/Staff meeting on November 5th. As FTEs continue to decline, we continue to operate with a budget shortfall, which is being covered by equipment funds and institutional funds. The Executive Council discussed the allocation of \$800 thousand of the \$1.247 million equipment budget to help cover the budget shortfall, which will leave a small budget to provide for equipment needs this year.
 - Ms. McCrory facilitated a discussion of bond fund priorities, which will be presented to the Finance Committee and the Board of Trustees, at their November meetings. We need to identify bond fund priorities to convey to the public the benefits to Gaston College of passing the bond referendum, which will be on the ballot on March 15, 2016. Priorities that will be presented include the need for funding to complete the new Center for Advanced

Manufacturing, a new Vet Tech facility, new data center and bookstore, connector road to CAM and updates to Lincoln Campus.

▪ **President's Cabinet Meeting Update – October 22, 2015**

- The \$700,000 request to the Gaston County Commissioners for the Center for Advanced Manufacturing (CAM) was approved at the Gaston County Commissioners 10/27 meeting.
- A handout with current information on the state budget and the bond referendum was provided by Ms. McCrory. She reported that a final state budget was signed by the governor on September 18, and notification of the College's allotments was recently received from the System Office. Ms. McCrory noted the following important highlights affecting the Community College System:
 - A \$4.00 per credit hour tuition increase effective spring 2016.
 - Funding of all summer curriculum course offerings, effective with summer 2015 classes that would be included in the 2016-17 budget funding.
 - Additional equipment funding for the system of \$7.5 Million non-recurring (\$165K to Gaston College).
 - Funding for a \$750 non-recurring salary bonus for all permanent employees.
 - An additional \$10 Million for salary increases for community college employees in FY 2015-16 (Gaston College's share is \$225K) and \$200 Million in FY 2016-17, which is \$10 Million in new funds in the second year of the biennium budget. The College will make a recommendation to the Board of Trustees at the November 16, 2015 Board meeting for a 1% increase for permanent personnel.
 - Funding for NC Works Career Coaches of \$500 Thousand in FY 2015-16 and \$1 Million in FY 2016-17 recurring funds. This establishes a program to place local community college-employed career coaches in high schools.
- The governor signed legislation on October 21, 2015 to place a \$2 Billion bond referendum on the ballot for the March 15, 2016 election. Of that amount \$350 Million would be allocated to the Community College System with Gaston College receiving \$5.95 Million.
- Dr. McElhoe explained that re-organization of the Division of Economic and Workforce Development is intended to result in improved overall operations and increased service to customers of EWD and the potential for increased opportunities for Gaston College through the expansion of staffing appropriate to the development of new projects through Business and Industry Training and Continuing Education.
- Mr. Luke Upchurch provided a report and review of Gaston College grants and the grant process.
- Ms. Cynthia McCrory, Dr. Dewey Dellinger, and Ms. Jennifer Nichols provided a Facilities Master Plan Update. Please refer to the Executive Council and Master Plan Committee reports for this overview.

▪ **Board of Trustees Meeting**

- No Report – Meeting November 16, 2015

• **Student Success Initiative**

- No Report
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VI. UNFINISHED BUSINESS

- **Goals Update**

- Customer Service (Linda Barrett-Ray, Missy Fox, Melanie Hoyle)
 - The committee is working with Technology Services to come up with a form students can fill out to recognize faculty/staff.
 - There will be a button somewhere on the main Gaston College webpage so there will be easy access for students to use this form. After students fill out the form and submit it there will be an automatic acknowledgement sent to confirm the form was received.
 - There is a projected roll out date of February 2016.
- Virtual Open House (Jenna Deal, Jayna Dempsey, Rocky Goins, Travis Hogue)
 - The committee will meet with Savonne and Karen in Technology Services before the end of the semester about the logistic of the Virtual Open House.
- Staff/Student Relations (Jenell Barnett, Adele Earls, Travis Hogue, Linda Barrett-Ray)
 - The committee had a table set up on Club Day for the students to ask question about staff services. Students showed a lot of interest. The committee hopes to do more of this type thing in the future.
- Faculty/Staff Relations (Sherri Chavis, Jenna Deal, Travis Hogue, Melanie Hoyle)
 - The committee's recent collaboration was the Ice Bucket Challenge. It was very well received by everyone. If anyone has other ideas on partnering with faculty please let the committee know.
- General Staff Affairs (Emily Dalton, Debra Hissom, Travis Hogue)
 - No Report

VII. OLD BUSINESS

- **Ice Bucket Challenge**

- Final amount raised was \$2,216.00. Everyone is encouraged to watch the You Tube video of the event. Jenna thanked everyone for their support on this.

- **December Payroll – Bonus Money**

- Jenna received word from the Business Office about clarification on the December payroll and the bonus money from the state. After further review the state has decided that regular pay and bonus money will be issued as one check (or one transaction for direct deposit).

VIII. ANNOUNCEMENTS

- November 26-27 – Thanksgiving Holiday – College Closed
- December 4 – Holiday Celebration (11am)
- December 10 – Staff Senate Meeting (10am) – Myers Center Boardroom

VIII. ADJOURNMENT

The meeting was adjourned at 11:25 a.m.