MINUTES OF THE MEETING
STAFF SENATE
Thursday, May 12, 2011
DBC Room 180
Gaston College  |  Dallas, NC
Prepared by:  Harriet Dameron

Members Present:  Vickie Hoke, Harriet Dameron, Sherry Carpenter, Melanie Hoyle, Conrad Martin, Dr. Linda Greer, Dr. Karen Less, Paula Homesley, and Leah Mackey

Members Absent:  Jody Mosteller, Doug Bradley, Jenell Barnette, Jeannie Horton, Ben Dungan, Adele Earls, and Stephanie Lutz

Others Present:  N/A

I. CALL TO ORDER

- The meeting was called to order at 2:00 p.m.

II. REVIEW/APPROVE MINUTES FROM MARCH MEETING

- The March minutes were approved as submitted.

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  - Harriet Dameron reported that there were six new employees to receive welcome cards.

- Calendar Committee
  - Melanie Hoyle reported that the committee will meet again in January 2012.

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - No report

- Mini-Grant
  - No report.

- Altrusa Award
No report.

- **Staff Excellence Award**
  The committee commended Melanie Hoyle for a great job in promoting the nomination process. There was some discussion if the process could be improved or changed. This will be discussed at the June meeting.

### IV. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update**
  
  - Dr. Linda Greer gave a report on Executive Council:
    
    - The Executive Council approved the revised Tobacco-Free Policy, which will go to the Policy Review Committee and then to the Board for approval. The policy prohibits smoking and the use of other tobacco products in all campus buildings, facilities, or property owned, leased, or operated by the college, including outside areas, college owned vehicles and other vehicles while on college property. All students, employees and visitors will be responsible for adhering to the policy.
    
    - As the signage directing students around campus could be improved, Council discussed many options for improved signage at the back entrance as well as at key locations on the Dallas Campus that draw the most traffic. Todd Baney will take the lead in carrying recommendations of the Executive Council forward.
    
    - A Master Facilities Planning meeting was held in April with a summary of some of the major initiatives as follows:
      
      - The Early College is scheduled to be open in the Lena Sue Beam building in Fall 2012, with the renovation project progressing.
      
      - The Firing Range/Gaston College Classroom building project is progressing, with plans going through the City and College’s approval processes.
      
      - The CAS renovation project is progressing, as different needs are being discussed to determine the best use of the space.
      
      - Plans for the Cochrane building, which will house the College’s Cosmetology program, are progressing. Information has been sent to the State Construction Office for approval.
      
      - The Lincoln Campus parking lot is currently under construction.
      
      - Room 160 in Myers Center is being sound-proofed, and the former dressing rooms have been converted into storage space.
      
      - A One-Stop Student Services Center is being discussed as a future building project.
President’s Cabinet Meeting Update

- Dr. Karen Less gave us the highlights from the President’s Cabinet May 10, 2011 meeting.

  o State Budget
    - House recommended 10% cut for community colleges
    - Senate recommending 12% with universities getting less cut than House budget
    - Hope to preserve multi-campus funding
    - Restore funding for Education Lottery Scholarship program (currently cut)

  o Retirement of Ralph Huddin
    - Administrative responsibility for Accounting Services, Bookstore/Food Services, and Facilities going to Dr. Husain
    - Responsibility for Tech Services going to Dr. Ammons
    - Responsibility for Campus Police and Security to Mr. Baney

  o Met all performance measures but not eligible for exceptional performance because our transfer students performed at a lower percentage than required.

  o Human Resources
    - 2010—72 hired
    - 2011—19 hired to date with 21 open positions and 8 additional to be posted

  o SACS update
    - Currently being reviewed by offsite team
    - Expect comments by late this month or early next
    - On campus visit September 20th through 22nd
    - Second draft of QEP has been completed and must be reviewed and submitted by August 8th

  o Academic Affairs
    - Health and Fitness Science program approved and will start in fall
    - Working on Physical Therapy Assistant and Occupational Therapy Assistant programs
    - Developmental Education Department chosen as 2011 outstanding program by North Carolina Association of Developmental Educators
    - Cochrane Building on Lincoln Campus closed this summer for renovations and new parking lot is also being prepared

  o Economic and Workforce Development
    - Staff have participated in Lean Office workshops and many participated in Kaizen Event related to simplifying the instructor contracting process
    - Criminal Justice Academy staff have been working with City of Gastonia on new firing range
    - EMS Program working on having paramedic training programs nationally accredited
    - Camp Discover will be held July 25-28
o Facilities
  ▪ Final bids are being reviewed for the Lena Sue Beam and bids are due in June
  ▪ Purchasing is processing orders as quickly as possible
  ▪ Campus Police, Tech Services and Purchasing are currently working on bids for surveillance cameras on Kimbrell and Lincoln Campuses and upgrades are planned for Dallas Campus.

o Student Services
  ▪ Summer headcount and anticipated FTE is down but that is by design as we do not get summer funding for CU classes
  ▪ Online attendance rosters and grading will be implemented for Summer
  ▪ We have been notified that we will have an on-site audit by the Department of Education for Financial Aid
  ▪ A new Testing Center is being planned for CAS

Board of Trustees Meeting
  • Jody Mosteller represented Staff Senate and was absent at this meeting. We will have reports from both April and May Board of Trustees meetings presented at the June Staff Senate meeting.

Tobacco-Free Initiative
  • See first item in Executive Council update.

V. UNFINISHED BUSINESS

Lean Office Update / Staff Development

  • Dr. Karen Less reported that 100% of EWD completed the Lean Office Training Class offered by Staff Senate. Dr. Less mentioned that possibly a staff-wide session could be offered this summer. Doug Bradley and Adele Earls are on the committee and both were absent, so it will be discussed at the next Staff Senate meeting.

Run for the Money

  • Ben Dungan and Doug Bradley ran in this event. This allowed Staff Senate to meet its goal of participating in one of the two Campus Events for the year.
VI. NEW BUSINESS

Staff Senate Elections

- Staff Senate elections will be held in June. Paula Homesley agreed to be on this committee with Doug Bradley and Ben Dungan.

VII. ANNOUNCEMENTS

- There were not any announcements mentioned.

VIII. ADJOURNMENT

- The meeting was adjourned at 3:00 p.m.