I. CALL TO ORDER

- The meeting was called to order at approximately 1:07 p.m.

II. APPROVE MINUTES FROM PREVIOUS MEETING

- The minutes from the March meeting were approved.

II. STANDING COMMITTEE REPORTS

- New Staff Member Welcome (Christian Smith)
  - Tiffani Bowser, Safety/Human Resources Coordinator.

- Staff Development & Training Needs and Calendar Committee (Carol Faust)
  - The Calendar Committee has started drafts for the 2016, 2017, and 2018 academic calendars.

- Staff Senate Social Committee (Helene Burnham, Joe Issa)
  - Thanks to Helene, Joe, and Harriett for making sure the refreshments were ready for the General Staff Meeting.

- Gaston College Social Committee (Emily Dalton)
  - The Gaston College Social Committee continues to prep for the Annual Employee Appreciation Luncheon on Friday, April 24th from 11:30 a.m. until 2:00 p.m. in the Myers Center Multipurpose Room. RSVP’s for this event are requested by April 15, 2015.

- Altrusa Award (Missy Fox)
  - The winner was selected and will be announced during the Employee Appreciation Luncheon on April 24th.
  - The Committee is working to revise the Altrusa Award nomination packet so that the application is more consistent with what the Committee is looking for from the Candidate.
• **Staff Excellence Award (Josh Crisp, Harriet Dameron)**
  o The votes have been tallied and names were forwarded to the President’s Office. All nominees will receive a plaque acknowledging their nomination for Staff Excellence and the winner will be announced during the Annual Employee Appreciation Luncheon on April 24th.

• **Health Promotion Committee (Helene Burnham, Kent Spitler)**
  o No Report

• **Nomination Committee (Jenna Deal, Johnny Wong)**
  o Until the amendments in the Constitution are fully approved, the nomination process for electing 2015-2016 senators will proceed as currently written.
  o For Senators whose term ends this year, if you would like to serve another 1-year term, please let Jenna know and your name will be included on the ballot for re-election.

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### III. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**
  March 17 Executive Council Meeting
  o Dr. Husain advised the Executive Council of a change in Financial Aid procedure that will be adopted for Summer 2015 term. A recent Colleague update patch requires that financial aid funds only be used for courses that are required for a student’s major. Written notices of change have been sent to registered students.
  o Dr. Husain proposed a reduction in fees for concurrent degrees and the printing of additional diplomas. The reduction for concurrent degrees earned in the same term would decrease from $45 to $15 and printing additional or replacement diplomas would decrease from $45 to $15. Council members supported this change. The proposal for this fee reduction will be made to the Board of Trustees for consideration.
  o Dr. McElhoe and Ms. Becky McLain reviewed changes that will become effective July 1, 2015 related to the Workforce Innovation and Opportunity Act (WIOA), including: 75% of funding for youth programs must be directed for out-of-school youth; eligibility ages for youth change from 14-21 to 16-24; a change in the makeup of local workforce investment boards (WIBs) to include a representative from labor; WIOA requires WIBs to become involved in apprenticeships. Ms. McLain will move forward in submitting grant proposals for both Title I Adult and Dislocated Worker Services and Youth Services to the Gaston Workforce Development Board by the April 2nd deadline.
  o Dr. Husain reported that approximately 900 students will graduate on May 15, 2015, which is the largest graduating class to date for the College.
  o Dr. Husain indicated that Gaston College recently participated in a phone call with Dr. Rob Johnstone of NCII in which Key Performance Indicators (KPI) were reviewed. She reported that Completion by Design had eight KPI, and the System Office had reviewable data for only four KPI. She was pleased to report that of the four KPI the State had, Gaston College is ahead of the State average in three.
  o Dr. Husain will work with Dr. Ammons and Ms. McCrory to select faculty and staff members for the cross-functional committee for preparation of the next Facilities Master Plan. The committee will strive to identify the programs and services the College should offer during the next 10 years. It was agreed by Council Members that information
contained in the report from Chmura (when received) should be taken into consideration when determining these programs and services. It is important that suggestions from the cross-functional committee be evidence based.

- Regarding the process for the next Facilities Master Plan, Ms. McCrory indicated that information from the College’s cross-functional committee would be needed within 2-3 months. This information will be provided to the architects so that the physical requirements to support the proposed programs can be incorporated into the design. This should enable the Facilities Master Plan to be completed by the fall of 2015.
- A discussion was held regarding the new Campus Café, and it was noted that some departments are not utilizing the Café for catering College events and that the Café is struggling financially. Since the College benefits from the Café, faculty and staff should be strongly encouraged to use the Café’s services for College events.
- Dr. Ammons called attention to the layout of the College’s paper catalog of courses. He suggested that the index and table of contents could be organized in a more user-friendly manner when it is reprinted. It was suggested that input regarding organization and layout be sought from Dr. Dewey Dellinger, Ms. Alisa Roy, and others from the academic areas prior to finalizing the next catalog.

March 31 Executive Council Meeting

- Mr. Luke Upchurch presented a proposed grant approval form for the Executive Council to consider. The Executive Council agreed this was a very good idea. Mr. Upchurch will take under advisement suggested changes and rework the draft form.
- A discussion of raffles on campus was held. Guidelines on proper procedures will be published in the near future by Dr. Husain.
- Dr. McElhoe presented a summary of EWD activities during March:
  - The National Career Readiness Job Fair was held March 26th in Lincolnton and hosted 19 employers from Lincoln County and 92 job seekers.
  - EWD proposed to the Gaston Chamber the idea of submitting an application for Gaston County to be designated a Work Ready Community, which requires at least 1771 Career Readiness Certificates issued and 104 letters of support from businesses within Gaston County. EWD is currently working to get the letters of support needed for this initiative.
  - EWD is working on a $125,000 grant application with Luke Upchurch to provide training for educators in mental health issues.
  - The new LeadingEdge leadership training seminar launched on March 24th, which has received very positive feedback and currently has a waiting list for the next scheduled session.
  - Discussions continue with businesses interested in joining the consortium for a new apprenticeship initiative “Alliance 321”. Seven companies have expressed interest thus far.
  - A new collaboration with Communities in Schools in Lincolnton has resulted in their application for the Centralina WDB grants for Lincoln County, wherein Gaston College would be the primary contractor for programming should the grant be awarded.
  - The CE Advisory Committee is being resurrected to aid in the development of new CE courses.
  - Discussions continue with the Gaston County Schools regarding Gaston Links, a transitions program for students 18-22 with cognitive disabilities who have not aged
out of public education, to provide relevant learning opportunities. This project would be based at the Pearson Life Skills Building.

- The Executive Council discussed ideas for future topics for Board of Trustees and President’s Cabinet meetings.
- Dr. Husain provided an update on the new online student orientation. A company has been selected to develop the software, which will have sections tailored to various interest groups. The company expects about four months of development work before the product is completed.
- Ms. Lynda Ellington presented a draft meeting calendar for 2015-16 (attached).
- Dr. Husain reported that Mr. Everett Jeter, Director of Financial Aid had requested increased funding of $120k for 2015-16 for federal work studies and FSEOG, which was awarded by the Department of Education.
- Dr. Ammons presented a chart of the history of success rates and withdrawal rates for various length terms, including 16 week, 12-13 week, 8 week and 4 week. This chart indicates that 8 week courses tend to be more successful than longer term course offerings.

- President’s Cabinet Meeting Update
  - No Report

- Board of Trustees Meeting
  - No Report

- Student Success Initiative (AtD)
  - ATD Coach, Dr. David Hartleb, is impressed with Gaston College and everything the College has accomplished in the past three years.
  - Tonia Broome gave an update on data for Multiple Measures. As a result of the College’s early implementation of the Multiple Measures of Placement policy and the College’s participation as a CBD school, the College was selected as one of six community colleges to participate in a MMP Research Study Grant provided by the Gates foundation to implement and evaluate success strategies for student with an unweighted high school GPA between 2.6-3.0, known as the target population. Intervention strategies for the target population will include requiring MAT 001P for all students in the target population who register for MAT 171 and MAT 001S for all students in the target population who register for MAT 152.
  - Dr. Dellinger will be working on the Annual Report. The College will apply for Leadership College status using the measure: successful completion of developmental within two years.
  - Dr. Skinner thanked the Coaches for their leadership and also thanked Dr. Dellinger for all of his work and leadership.

VI. GOALS UPDATE

- Customer Service (Helene Burnham, Harriet Dameron, Debra Hissom)
  - There were 78 nominations submitted in March for the Customer Service Recognition program. Carol Elliott, Administrative Assistant-Dean of Lincoln Campus was the winner for March.

- Virtual Open House/Tour (Jenna Deal, Travis Hogue)
  - No Report
• Staff/Student Relations (Jenell Barnett, Jenna Deal, Travis Hogue, Christian Smith)
  o Spring Fest will be held on the Dallas Campus on April 14th from 10:00 a.m. until 2:00 p.m.;
    Lincoln Campus on April 15th from 10:00 a.m. until 2:00 p.m.; Kimbrell Campus on April
    16th from 10:00 a.m. until 2:00 p.m.

• Faculty/Staff Relations (Josh Crisp, Jenna Deal, Christian Smith)
  o No Report

• Staff Senate/50th Anniversary Celebrations (Josh Crisp, Helene Burnham, Emily Dalton)
  o The next Alumni Speaker Series will feature Tracy Philbeck on April 14th, from 12-1:30
    p.m. in the Robinson Classroom Building, Room 126.

VIII. NEW BUSINESS
• Funds Update
  o As we near the end of the fiscal year, Staff Senate still has funds available for supplies or
    other necessities.
  o Staff Senate will donate $250.00 to the Gaston College Social Committee to cover the cost
    of centerpieces for the Staff Appreciation Luncheon on April 24th.

IX. ANNOUNCEMENTS
• Next Staff Senate Meeting – May 14th – 10:00 a.m. – Kimbrell Campus, KCC 220
• Employee Appreciation Luncheon – April 24th – 11:30 a.m.-2:30 p.m. – MC Multipurpose Room

X. ADJOURNMENT
• The meeting was adjourned at approximately 1:24 p.m. Staff Senate proceeded with setting up for
  the General Staff Meeting that followed the Staff Senate meeting.