I. CALL TO ORDER

- The meeting was called to order at approximately 10:04 a.m.

II. APPROVE MINUTES FROM PREVIOUS MEETING

- The minutes from the January meeting were approved.

II. STANDING COMMITTEE REPORTS

- New Staff Member Welcome (Christian Smith)
  - Crystal Jones, Accounts Receivable Specialist

- Staff Development & Training Needs and Calendar Committee (Carol Faust)
  - The next Professional Development Task Force meeting will be held on February 19th.
  - The Calendar Committee met on February 3rd to discuss the 2016 calendar. A draft was presented and changes were made.
    1. The committee agreed that August 19th would be listed as “Student Break/Employee Convocation”.
    2. The committee decided that the calendar will be changed to the academic year format beginning Fall 2015. The calendar on the website will need to be changed as well as the calendar in the catalog. There was discussion as to how the month of August would be formatted on the printed calendars. Dr. Husain would like to for committee to plan the calendar two years at a time. The committed agree that at the next meeting the planning for the 2016-2018 calendars will begin.
    3. Professional Development Day had been tentatively reserved a February 11, 2106. After reviewing the reasons why that particular day was chosen the committee agreed that February 11, 2016 would be listed as “Student Break/Professional Development Day”.

Members Present: Jenell Barnett, Helene Burnham, Calvin Craig, Josh Crisp, Emily Dalton, Harriet Dameron, Jenna Deal, Carol Faust, Missy Fox, Debra Hissom, Travis Hogue, Cynthia McCrory, Kent Spitler, Johnny Wong, Christian Smith

Members Absent: Joe Issa
4. In the next meeting, planning for the 2016-2017 and 2017-2018 calendars will begin. The meeting has been scheduled for Tuesday, March 10, 2015.

- **Staff Senate Social Committee (Helene Burnham, Joe Issa)**
  - In preparation for the General Staff Meeting, Helene will get quotes for refreshments from the Campus Café.

- **Gaston College Social Committee (Emily Dalton)**
  - The next meeting will be held on February 18th when the committee will begin planning the Annual Employee Appreciation Luncheon.

- **Altrusa Award (Missy Fox)**
  - Nomination forms can be printed from the Gaston College homepage. Hard copies of the nomination forms can be found in Morris Library, Student Services, and on the Lincoln and Kimbrell Campuses. A media release has been sent out to the public.
  - The deadline to submit nominations is March 3rd. The nomination packets will be distributed to committee members on March 10th. The committee will meet end of March, first of April to select the winner.
  - The winner will be announced at the Employee Appreciation Luncheon in April.

- **Staff Excellence Award (Josh Crisp, Harriet Dameron)**
  - Staff Senate will be interviewing candidates for the Staff Excellence Award during the March 12th meeting. Senators will need to arrive to the March meeting by 9:45 a.m. and plan to stay till 11:30 a.m.

- **Health Promotion Committee (Helene Burnham, Kent Spitler)**
  - The wellness survey will be sent out Monday, February 16th.
  - February is Healthy Heart Month. Jacob Surratt will send out a list of activities for the month.
  - The Every Step Counts walking competition is continuing until April 1st. The EWD Division has the most participants and steps. The Arts and Sciences Division has the highest average number of steps per participants.

- **Nomination Committee (Jenna Deal, Johnny Wong)**
  - The Executive Committee has suggested amending the Constitution and Bylaws by adjusting the election process. Amendments include:
    - **Article VI. Senators, Section 1.** Representatives consisting of at least 15 staff members, with a minimum of one member from the Lincoln Campus and a minimum of one member from Kimbrell Campus, shall be elected to act on matters of concerns to the general membership of the association of staff members. Addition: In the event that the Vice President/President Elect is elected when serving as the representative of either the Lincoln or Kimbrell campus, a new senator shall be elected from the Lincoln or Kimbrell campus during the presidential term as written in the bylaws.
    - **Article III. Elections, Section 1.** Elections for vacant senate seats will be held in June, May.
    - **Section 2.** No later than May 15 the President will appoint a nominating committee of three staff members, which will be responsible for preparing a slate of
candidates for vacant senate positions. The number of senators to be elected in a given year shall be sufficient to bring the number of total senators to 15. All senators elected shall serve two year terms. The nominating committee shall consult with all candidates for senator positions, in addition to the candidates’ supervisors.

- **Section 3.** All senators elected shall be limited to no more than two consecutive two year terms on Staff Senate. Any senator completing the first two year term who wishes to continue serving shall only be considered for a second two year term by secret ballot and voting for available senate seats. After two consecutive terms, a one year period of ineligibility for office will follow before a senator can be considered for a new term.

- **Section 3 4.** The nominating Committee will present the slate of candidates for election at the June May Staff Senate meeting.

- **Section 4 5.** The Vice President/President Elect and Secretary will be elected by secret ballot at the July June meeting from among the elected members of the Senate. Individuals under consideration for these positions should shall have a minimum of one year experience as a senator. Addition: For the Vice President/President Elect and the Secretary, the elected two year term shall be extended by one year to allow both senators to fulfill their duties as members of the Executive Committee. The maximum consecutive term served shall be five years.

- **Section 5 6.** Voting for available senate seats will be by secret ballot, either a paper or an electronic voting format. The nominating committee will prepare the ballots and distribute them no less than five nor more than 10 working days after the nominations. General Staff members will have five working days to cast a vote from date of ballot distribution. Those received after this period will be null and void. The Staff Senate Nominating Committee will be responsible for counting the ballots and publishing the results.

- **Section 6.** In the event that either the Vice President or the Secretary is ending his/her term before assuming the second year of the commitment, the term will be extended by one year to allow him/her to finish the term of office.

  - The Senate approved amendments will be presented to Executive Council for approval. Once approved by the Executive Council, the amended Constitution will be sent out to the Gaston College Staff for review. After the reviewing period, a survey for approval will be sent out to the GC Staff where a majority of the staff who vote, must approve the changes before the amendments are finalized.

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### III. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update**

  **Feb. 3 Executive Council Meeting**

  - Mr. Bob Blanton made a presentation on highlights of the Peru study tour in December.
  - Ms. McCrory gave an update on progress achieved against the 2008-13 Facilities Master Plan. There were three priority projects identified in the master plan: 1) a new Student Services Building to consolidate all services to students in one building – not built due to lack of funding (no state bonds issued after 2000). 2) Early College Facility – add to Lena Sue Beam building to accommodate early college high school. This was completed and
occupied in fall of 2012. 3) Renovations to Pharr Trade and Industrial Building to create new Center for Advanced Manufacturing – Pharr renovations are underway and it was also determined that we required a new building to house the Center for Advanced Manufacturing, which is in construction drawing review phase. Many other projects were completed that were mentioned in the workshops for the prior facilities master plan, including renovation of radio station and broadcasting and production technology, completion of the Katherine Harper Testing Center, renovation of new offices for Campus Police, renovation of former testing center in Myers Center for SGA, office and conference room use, repurposing the Myers Center Auditorium to multi-purpose space, renovation for Cosmetology program on the Lincoln Campus, renovation for Esthetics program on the Kimbrell campus, filling in depressed floor area in the cafeteria, construction of a new ADA compliant elevator for Craig.

- Ms. McCrory led a discussion of the proposed process to follow for next Facilities Master Plan, which will be reviewed at the Board retreat on Feb. 6.
- Ms. McCrory reviewed the equipment priorities that were approved for purchase by the Equipment Committee and the balance of funds remaining for 2014-15. The Executive Council agreed to expend the remaining $125k balance in equipment funds on priority instrumentation that will be required for the new Center for Advanced Manufacturing, for items that can be temporarily put into use in CET until CAM is complete. Dr. Ammons will review this with Mr. Virgil Cox to identify the equipment to be purchased.
- Dr. Husain presented proposed artwork for new graduation banners that was approved by the Executive Council.
- Dr. Dewey Dellinger presented an overview of the proposed new federal college rating system, which will be based on a set of measures that address: access, affordability and outcomes. The goal is to implement this in 2015-16, which seems aggressive. The Department of Education is currently accepting comments on the proposed metrics, which Dr. Dellinger will draft for our institution.
- The fall convocation date was confirmed for Friday, August 21, 2015.
- A research proposal for an early college high school student was brought forward, discussed and approved by the Executive Council, acting as Institutional Research Board.
- Dr. Skinner shared a request from the System Office for facts to tell our story and support our budget request that will be presented to the legislature this spring.
- Dr. Skinner shared information from a conference she attended recently regarding Postsecondary State Policy, sponsored by the Gates Foundation.

- **President’s Cabinet Meeting Update**
  - No Report

- **Board of Trustees Meeting**
  **Feb. 6 Board of Trustees Meeting**
  - The Financial Audit for the year ended June 30, 2014 was presented to the Board. There were no findings (i.e. no exceptions noted) or material weaknesses noted and an unmodified audit opinion was issued by Cherry Bekaert.
  - The 2015-16 Lincoln County Operating Budget was approved for submission to Lincoln County.
  - The Board approved the purchase of a property on College View Drive adjacent to Dallas Campus.
The Board approved the appointment of Mr. Chad Melvin and Mr. Brenard Dalton to the Gaston College Foundation Board.

Annual Board Retreat Feb. 6

- A progress report was given on the President’s Priorities for 2014-15.
- A discussion was held of the President’s Proposed Priorities for 2015-16, which will be considered at a future Board meeting.
- Dr. Jim Watson, Chair of the Facilities Committee and Mrs. McCrory led a discussion of accomplishments against the 2008-2013 Facilities Master Plan and the process to be employed to complete a new Facilities Master Plan.
- The Board also conducted a Self-Evaluation.

- Student Success Initiative (AtD)
  - No Report

VI. GOALS UPDATE

- Customer Service (Helene Burnham, Harriet Dameron, Debra Hissom)
  - No Report

- Virtual Open House/Tour (Jenna Deal, Travis Hogue)
  - No Report

- Staff/Student Relations (Jenell Barnett, Jenna Deal, Travis Hogue, Christian Smith)
  - A schedule of SGA sponsored activities for the Spring semester was handed out. If a need for volunteers arises, an email will be sent requesting assistance.

- Faculty/Staff Relations (Josh Crisp, Jenna Deal, Christian Smith)
  - The Faculty and Staff Senate Executive Committees will have a joint meeting before the next Staff Senate meeting.

- Staff Senate/50th Anniversary Celebrations (Josh Crisp, Helene Burnham, Emily Dalton)
  - The next Alumni Speaker Series will feature Jennie Stultz on March 11th, from 12-1:30 p.m. in the Myers Center, Room 160.
  - Tracy Philbeck will be the following guest speaker on April 14th, from 12-1:30 p.m.

VIII. NEW BUSINESS

- General Staff Meeting
  - Senators were asked to help solicit items as giveaway for door prizes during the General Staff Meeting April.
  - It was suggested to showcase an Economic Workforce Development video that highlights the program’s efforts to bridge the interest gap in high school students in the industrial field. If anyone has any ideas for adding items to the agenda for this meeting, please feel free to share.
IX. ANNOUNCEMENTS

- Deadline – Staff Excellence Nominations – February 23rd
- Deadline – Altrusa Award Nominations – March 3rd
- Faculty/Student Break – March 2nd-3rd – College Closes at 4:00 p.m.
- Next Staff Senate Meeting – March 12th – 10:00 a.m. – MC Boardroom
- Faculty/Staff Meeting – March 12th – 2:00 p.m. – MC Auditorium
- General Staff Meeting – April 8th – 2:00 p.m.–3:00 p.m. – MC Multipurpose Room

X. ADJOURNMENT

- The meeting was adjourned at approximately 11:00 a.m.