MINUTES OF THE MEETING
STAFF SENATE
Thursday, April 11, 2013
Dallas Campus, David Belk Cannon Building, Room 180
Prepared by: Adele Earls

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

Members Absent: Stephanie Lutz, Nichole Malloy, Melanie Hoyle

I. CALL TO ORDER

• The meeting was called to order at 10:05 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

• The March minutes were approved.

III. STANDING COMMITTEE REPORTS

• New Staff Member Welcome
  o Christian Smith presented the list of new hires in March 2013 as follows:
    ▪ 3/4/13 Chris Puente, Project Manager-BioNetwork Learning Solutions Center
    ▪ 3/11/13 Julia Oesterle, Counselor-Special Needs
    ▪ 3/13/13 George Dellinger, Student Success Advocate-Assoc. Degree Nursing - (CRIBN) - Grant
    ▪ 3/25/13 Peggy Grigg, Secretary-Medical Assisting/Phlebotomy and Health Promotion
    ▪ 3/25/13 Marty Farmer, Data Entry Specialist-Continuing Ed

• Calendar Committee
  o No report

• Staff Senate Social Committee
  o No report

• Gaston College Social Committee
  o Faculty/Staff Appreciation Day was held on April 5, 2013.

• Mini-Grant
  o Dr. Karen Less presented on the mini-grants. Two were approved electronically by the group. 1. Textures and Tones funding for the Charlotte Jazz Orchestra and 2. Funding for the Gaston Cup tee shirts.

• Altrusa Award
  o The committee met and reviewed the 8 nominees. The winner, Joe Cagle, was announced at the Faculty/Staff Appreciation Day. Adele noted that per the GC intranet, the committee
list states that there are two reps from Staff Senate to serve. Encouraged Joyce to check with Emily Dalton to confirm whether she wishes one or two to serve prior to creating committee list for 2013-2014 term.

- **Staff Excellence Award**
  - Four nominees were interviewed and announced at Staff Appreciation Day on April 5, 2013. Jeff Switzer, Carol Faust, Kristin Hyslop and Lis Doggett were the nominees. Carol Faust won the Staff Excellence Award. Information will be forwarded to her to assist in her nomination packet to be submitted to the state office.

- **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. The results indicated there was not enough interest on either campus.

- **Health Promotions Committee**
  - Run for the Money is coming up on April 20, 2013. There’s still time to register – either online or with Emily Dalton. Participants who plan to also go for the Gaston Cup can get a tee shirt from Emily Dalton. They will be available the days before the race.
  - There will be a series of lunch and learns to help people who want to learn more about fitness, running, walking, and participating in community events such as 5Ks. Details to come forth soon.
  - Gaston College is being recognized in The Start with your Heart Health Worksite program for many of our initiatives like walking trails, healthy food choices, low sodium options, onsite fitness center, etc.
  - May 2 – Health Fair

- **Nomination Committee**
  - Ben and Doug reviewed those who were rolling off Senate (Sherry, Ben, Adele, Melanie, Karen, Stephanie and Beverly) in June as well as those who would remain on for the second year of their term. We have 8 slots to fill this year.
  - We’re seeking nominations – looking for cross campus representation with a multitude of divisions and departments represented. Please forward names and suggestions to Ben and Doug. Think about those who have been supportive of Staff Senate in the past – would they like to take that to the next level by serving?
  - Adele will check with Susan Whittemore about using Faculty Senate’s survey monkey account for the ballot. Karen will help with the survey monkey formatting once ready.
  - Timeline: 1st week of May for marketing and seeking nominations. Voting will be June 10-17th. Announcement of new senate before July 1st.
  - Lincoln campus representative (S. Lutz) is rotating off Senate. Must make sure to have LC representation.
  - Encourage those who are running for Senate to first clear the nomination with their direct supervisor.

- **Marketing Committee**
  - No Report
V. SPECIAL & AD HOC COMMITTEE REPORTS

• Executive Council Update
  o The major focus has been on planning for and preparing the 2013-14 college budget. If the Governor’s budget is passed, it could mean a potential total state funding reduction of about $3 million to Gaston College. Until we know the status of the Governor’s budget, we are developing the budget on a "status quo" basis, but continue to look for savings and efficiencies, as we are expecting a minimum a $1.8 million budget reduction.
  o Wes Landrum presented a list of maintenance projects needed, and with feedback from Executive Council, he will develop a priority list of the projects, with top priority given to those projects that could impact safety/security. The Council approved moving forward with the Cafeteria “pit area” renovation, which involves leveling the floor and eliminating the stairs, which caused safety concerns. This project will be completed this summer (prior to August).
  o The Council approved a procedure presented by Bruce Cole for handling all credit card payments. This procedure covers areas of the college that accept credit card payments for tuition, fees, donations, services, etc. to assure maximum security of sensitive credit card information.

• President’s Cabinet Meeting Update
  o No report. Next meeting is May 9, 2013.

• Board of Trustees Meeting
  o Meeting held on March 18, 2013.
  o Dr. Skinner presented the proposed priorities for 2013 – 2014 including continued emphasis on student success; continued preparations for GC’s 50th anniversary celebration; complete the strategic planning process and plan for implementation for 2014-2019; continue planning and fundraising for the renovation of the Pharr Trade and Industrial Center and construction of the new Center for Advanced Manufacturing; and evaluate and revise the Strategic Enrollment Plan for continued improvement.
  o Updates about campus programs included the Kimbrell Campus offering a 2-semester long Esthetics Technology certificate beginning in Fall 2013; as well as the Dallas Campus offering two new AAS degrees in Industrial Systems and Electrical Systems Technology.
  o The Myers Center renovation of the SGA offices will take an estimated 4-weeks to complete once begun and will cost approximately $100K.

• Achieving the Dream
  o Focus groups going on currently in several gateway and developmental courses in order to understand more about the successes and challenges of students.
  o Data will be analyzed and incorporated into the 3 initiatives as part of AtD.

• VP Update
  o Joyce plans to check on the budget to see if additional expenditures are reflected in the account yet.
  o We were recently informed that when Deb Bowen assisted us with designs for two of our campaigns, we would be charged a fee for those services. It’s $60/hr for design work billed in 15 minute increments. Dr. Greer suggested meeting with Billy Canipe to discuss the charges and get clarification on our billing.
VI. UNFINISHED BUSINESS

A. Goals and Objectives Update
   1. Customer Service Campaign
      o The banner was displayed at the Faculty/Staff appreciation day on April 5th.
      o The nomination form is now on the intranet. Many thanks to Tim Ausburn for making it happen!
      o Printing costs were more than anticipated so we’re holding off on printing individual leaflets until next fiscal year. Instead, an email with the brochure will be pushed out to all faculty and staff. A suggestion was made to ask Faculty Senate to help with printing costs.
      o Use Convocation to “reignite” interest in the campaign once the faculty return to campus in August.
      o A suggestion was made to send the list of faculty nominations to the Faculty Senate president once a month (in case FS wants to recognize on their level too.)
      o Future vision to have students be able to nominate faculty and staff as well. Before we move to that level, staff senate wishes to use the summer as a test-run to work out the bugs and get a system in place.

   2. New Staff Mentoring Program
      o A work in progress. Met with Julia Allen to learn more about mini-grant options.
      o Having a meeting soon to come up with process and procedures.

   3. Open House for Faculty/Staff
      o No Report

   4. Faculty/Staff Relations
      o No report

   5. Centralized Training Calendar
      o SharePoint not implemented. Will have to reinvestigate other ways to get this initiative implemented (if it becomes a goal for 2013 Senate.)

VII. NEW BUSINESS

A. Location
   Adele and Joyce raised the questions as to why we move meeting locations instead of staying in the same room for each meeting. A suggestion was made for the next Senate year to choose one room and book in advance to keep locations consistent (except for the required KC and LC meetings.) Others agreed this would be helpful.

VIII. ANNOUNCEMENTS

A. Run for the Money – April 20, 2013
B. Staff Senate Meeting – May 9, 2013 (Lincoln Campus)
C. WSGE Fund Drive – May 1 – 12, 2013 (Goal is to raise $65K)
D. Spring Graduation – May 14, 2013

VIII. ADJOURNMENT

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