MINUTES OF THE MEETING
STAFF SENATE
Thursday, December 12, 2013
Dallas Campus, ML, Room 226
Prepared by: Christian Smith

Members Present: Calvin Craig, Josh Crisp, Joyce Crumpton, Doug Bradley, Helene Burnham, Harriet Dameron, Carol Faust, Missy Fox, Dr. Linda Greer, Jeannie Horton, Joe Issa, Christian Smith, Kent Spitler

Members Absent: Emily Dalton, Jenna Deal

Visitors Present: Dr. Joe Keith, Cynthia McCrory

I. CALL TO ORDER

• The meeting was called to order at approximately 10:30 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

• The minutes from the November meeting were approved as written with two corrections.

III. STANDING COMMITTEE REPORTS

• New Staff Member Welcome
  o Sherri Chavis, Academic Advisor-Counseling (10/1/13)
  o Sharon Greely, Housekeeper (11/13/13)
  o Jerome Harris, Dye Lab Technician-Textile Technology Center (10/1/13)
  o Bentley Holt, Assistant Program/Music Director-WSGE Radio (10/21/13)
  o Alyson Jordan, Receptionist-Arts & Science (9/5/13)
  o Teresa Morgan, Senior Physical Testing Specialist-Textile Technology Center (10/1/13)
  o Alycia Parnell, Receptionist-Counseling Center (11/13/13)
  o Charles Reid, Polymer and Extrusion Specialist-Textile Technology Center (10/1/13)
  o Patty Robinson, Student Services Specialist-Lincoln Campus (10/28/13)
  o Alicia Stevenson, Physical Testing Specialist-Textile Technology Center (10/1/13)
  o Melissa Walker, Secretary for Persistence and Retention (12/1/13)
  o Johnny Wong, Analytical Chemist-Textile Technology Center (10/1/13)

• Calendar Committee
  o No report
• **Staff Senate Social Committee**  
  o No report

• **Gaston College Social Committee**  
  o The Committee recently finished the Holiday Party.

• **Mini-Grant**  
  o There were four mini-grants submitted and evaluated.

• **Altrusa Award**  
  o No report

• **Staff Excellence Award**  
  o No report

• **Staff Development and Training Needs**  
  o No report

• **Health Promotion Committee**  
  o No report

• **Nomination Committee**  
  o If you have suggestions for new senators, please send your suggestions to Doug Bradley.

• **Marketing Committee**  
  o During December, there will not be a name drawn for the Customer Service Recognition Program. All the names submitted during December will be included in the January nomination pool.

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V. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**

  **Proposed Healthcare Business Informatics Program**

  Michelle Byrd, Leslie Martin, and Sue Shellman proposed a new Healthcare Business Informatics program that would provide students with a healthcare background along with the computer science technology needed to understand medical office technology and electronic medical records. A Planning Notification was sent out to the other community colleges. Expected enrollment projections for fall 2014 would be 25-30 students. The Executive Council is supportive of the program but requested that other colleges currently offering the program be contacted to learn of any challenges that might need to be addressed before proceeding. The Council also requested that a written timeline for program approval be developed before the request is taken to Campus Affairs and the Board of Trustees for approval.
Enrollment Update

Dr. Husain indicated that enrollment is still down compared to last year at this time, but Student Services has implemented many activities geared to boosting enrollment on a one-on-one basis. North Star Marketing has also implemented a comprehensive advertising/marketing campaign geared at increasing enrollments, which includes tracking methods for determining which advertising methods are the most effective.

Student Online Orientation

Dr. Husain recommended that the student online orientation presentation be updated and that ideally it work in conjunction with Datatel. The cost would be approximately $20-25K for a new online program, which could be covered from a combination of Student Activity Fees and state funds. The Council suggested that ACA instructors be contacted for input before proceeding but approved moving forward with the project.

Gaston College 50th Anniversary Campaign

Rosalind Welder has been hired on a part-time basis to help coordinate Gaston College’s 50th Anniversary events and programs and will help identify alumni to participate in the various initiatives. Mr. John and Dr. Malinda Lowery will co-chair the College’s 50th Anniversary fundraising campaign.

- President’s Cabinet Meeting Update
  - No Report

- Board of Trustees Meeting
  - New Employees were welcomed and introduced.
  - Debra Hissom, Chief GED Examiner gave a presentation on GED testing and Dr. Linda Greer gave a presentation on the Career Expo. Dr. Greer was recognized for her expertise and service to Gaston College by the Board of Trustees.
  - Dr. Skinner’s report to the Board:
    - NC Back-to-Work Grant was established by the General Assembly and we are one of the 49 colleges that were selected. The program is for unemployed and underemployed NC residents, military veterans, and NC National Guard members. A CRC at the silver level and a National Metalworking Skills Level I Certificate in Machining will be awarded after completion. This program also includes Truck Driver training.
    - SuccessNC Performance Partnership is designed to help community colleges boost student success and improve performance measure results. This partnership is open to all colleges. Gaston College has been chosen as a mentor based on our performance on each measure.
    - Gaston College and Gaston Economic Development were invited to participate in a panel discussion as a part of the NCCCS Customized Training Retreat. GC is regarded as a “pace setter” within the State for engaging companies with these projects. The College assists with the recruiting process with companies and establishes a rapport with them.
• **Achieving the Dream**  
  o The Achieving the Dream coaches attended the session to help us with year 2 goals and implementation  
  o WebAdvisor now has a component for students to view the delivery method for a class (i.e. hybrid, online etc.)  
  o The Curriculum Committee is meeting to streamline program offerings to be more in-line with the Comprehensive Articulation Agreement.  
  o The Transfer Advising Committee (TAC) is running on a trial basis accommodating students in the Associate of Science program. TAC is located in the Myers Center. Estimated that it will open for all transfer students in Fall 2014. There is discussion about another advising center to focus on AAS students in the future.  
  o A recent presenter, Rob Johnstone, mentioned a few best practices at other schools that we may consider implementing:  
    ▪ Sending letters to students whose GPA increases or decreases by a certain margin and bringing them in to have conversations about their success or possible distress during the semester.  
    ▪ Determine the chances of students passing the second course in a sequence if they make a C in the first course and send those students resources to help them.  
    ▪ Start every meeting with a student success story.  
  o Gaston’s data collection was excellent and will yield some great insights for the next phase of the plan. The data team is currently meeting to decide next steps on using the information. GC is on track with Math Modules and Multiple Measures.

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**VI. GOALS UPDATE**

• **New Staff Mentoring Program**  
  o No report – on hold until the committee can meet with Carol Denton.

• **Open House for Faculty/Staff**  
  o No Report

• **Centralized Training Calendar**  
  o No report – on hold until the new webpage is launched.

• **Faculty/Staff Relations**  
  o No Report

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**VII. NEW BUSINESS**

• **Kimbrell Senator**  
  o Dr. Joe Keith served as the Kimbrell Campus representative for the December Staff Senate meeting. Dr. Joe Keith will refer a Kimbrell Campus representative as soon as possible.
• **General Staff Meeting**
  - The General Staff Meeting will be held on March 3, 2014 at 2:00 p.m. in the Myer’s Center Café. The Staff Senate meeting scheduled for March 13th will be moved to March 3rd at 1:00 p.m. in the Myer’s Center Café. Christian will also reserve the SGA Conference room during this time frame.

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**VIII. ANNOUNCEMENTS**

- Faculty/Student Break – December 17th through December 19th
- College Closed – December 20th and January 1st
- Next Staff Senate Meeting – January 9th at 10:00 a.m. – DBC 180

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**VIII. ADJOURNMENT**

- The meeting was adjourned at approximately 10:55 a.m.