MINUTES OF THE MEETING
STAFF SENATE
Thursday, June 13, 2013
Dallas Campus, Morris Library, Room 226
Prepared by: Melanie Hoyle

Members Present: Sherry Carpenter, Josh Crisp, Joyce Crumpton, Ben Dungan, Adele Earls, Dr. Linda Greer, Jeannie Horton, Melanie Hoyle, Dr. Karen Less, Christian Smith

Members Absent: Doug Bradley, Harriet Dameron, Gary Johnson, Stephanie Lutz, Nichole Malloy, Beverly Murphy

I. CALL TO ORDER

- The meeting was called to order at 10:05 a.m.
- Adele welcomed everyone to the last meeting of the 2012-2013 year. She thanked everyone for their dedication in representing the staff of Gaston College.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The April/May minutes were approved as written.

III. STANDING COMMITTEE REPORTS

Adele reminded everyone to write down a brief description of what they do on each committee. That will help new members get up to speed more quickly in the future.

- New Staff Member Welcome
  - One new staff members was hired: Johnny Paysour (Campus Police)

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - They are currently planning the Convocation that will be held August 16 from 11am – 1pm.

- Mini-Grant
  - No report
• **Altrusa Award**  
  o No report

• **Staff Excellence Award**  
  o The Staff Excellence Award committee presented a notebook with Guidelines for the Staff Excellence Award as well as examples of the nomination forms, scoring forms, information on the state submission process and a page of suggestions for next year’s committee.

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

• **Health Promotion Committee**  
  o Gaston Cup – Lunch & Learn Series starts June 13 at 12:30. Next session will be June 25.  
  o July 26 is the next 5k opportunity to represent Gaston College. This will be the Grizzlies Baseball 5k. If you participate you get free admission to the game that night. Walking is acceptable. Come out, bring a friend and get healthy.  
  o We need more staff to participate the 5k events. It’s a great opportunity to get in shape while having fun with co-workers. You do not have to run. Walking is okay.

• **Nomination Committee**  
  o There are 8 seats to fill for next year’s 2013-2014 Staff Senate. We currently have 9 potential nominees. If anyone knows of someone who would like to be on Staff Senate please let Ben or Doug know as soon as possible. Ben and Doug will start getting the ballots ready for the June 20 voting to begin.

• **Marketing Committee**  
  o No report

---

V. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**

  **Gaston College Strategic Plan**  
  The College’s current Strategic Plan will end in 2013. Therefore, the Executive Council is in the process of interviewing consulting firms with experience developing strategic plans. EC will select a company to lead us through the process of developing a new strategic plan that aligns with the College’s Mission Statement and Vision Statement.

  **Yearly Calendar**  
  The EC reviewed and approved the dates for College meetings and events for 2013-14.
Student E-mail Communication
An Electronic Communication Policy is being developed that would establish E-mail communication as the College’s official means of communication with curriculum and selected Continuing Education students. This new plan will facilitate timely and more accurate communication with students.

Academic Affairs Divisional Restructuring
The Executive Council approved a proposal to restructure the Liberal Arts & Sciences Division internally so they can focus more on transfer students and initiatives. They also approved changing the official name to **Arts & Sciences**. The restructuring will also create a better balance and equity between departments within the Division. An organizational announcement will be sent out to campus from Human Resources.

- President’s Cabinet Meeting Update

  Dr. Skinner mentioned:
  1. House Bill 937 and Senate Bill 703 and urged attendees to contact their legislators.
  2. Increasing our ADA compliance on website and buildings

  Achieving the Dream and Completion by Design:
  1. Reviewed information received by focus groups including that students want more engagement with other students; need advising consistency; issues with transportation; increased communication just to name a few.
  2. There is a reverse transfer initiative which will encourage our students to go to the 4-year schools which also completing courses which will yield them the AA or AS from GC.

  Affordable Health Care Act:
  1. Begins January 1, 2014. Must offer FT employees insurance as well as part time who work 30+hours/week or 120 hours/month.
  2. Still being defined and analyzed in HR. This is a complex law. HR will continue to update as more is understood.
  3. We will have another health enrollment in October which will be in effect for January 1st. Our health care is moving to calendar year instead of academic year.

- Board of Trustees Meeting

  Brittani Manning, president of SGA, was recognized for her work on the Board during the past year.

  Calvin Shaw was introduced to the Board as the new President of Faculty Senate.

  Dr. Skinner’s report to the Board:
  1. Highlighted the UNC-TV video of Gaston College as part of the 50th anniversary celebration.
  2. Emphasized the importance of two pieces of legislation moving forward. She asked the Board and others to write their congressmen and voice concerns for the two bills: House Bill 937,
Amend Various Firearms Laws, and Senate Bill 703, Limit Local Regulation of Outdoor Smoking.

3. Reviewed the list of proposed budget cuts by the Governor including $15 million adjunct faculty cut, $20 million cut associated with funding colleges based on the 2-year rolling average; and $185,000 in funding reductions to the Kimbrell Campus textile technology center.

SEM Works (Strategic Enrollment management) consulting firm conducted a 2-daysite visit to discuss policies and procedures in Student services. Reviews of their findings will be discussed in June and a plan will be made moving forward based on their recommendations.

The Myers Center Auditorium is being converted to a flexible space format. This new space will be able to accommodate large groups of 500 in seated chairs or 350 at round tables.

- **Achieving the Dream**
  
  The committee has submitted their goals for 2013-2014 and is moving forward.

- **VP Update**
  
  1. **Budget Update:** There is some money left in the budget ($170.00) which should be enough to cover final printing cost for the year.

  2. Joyce will be moving up as President of Staff Senate next year. She announced that Josh Crisp has agreed to be the Vice President for next year.

---

### VI. UNFINISHED BUSINESS

- **Goals and Objectives Update**

  1. **Customer Service Campaign**
     
     - Campaign is off to a great start. There were 3 nominations in April and 15 nominations in May. After the June nominations are in a drawing will be held to determine each month’s winner of a free reserved parking space. Winners will get the month of July to park in their reserved parking space.
     
     - Sherry will be transitioning off Staff Senate as her term will end June 2013. Jeannie Horton and Harriet Dameron have agreed to co-chair this campaign next term.

  2. **New Staff Mentoring Program**
     
     - Committee estimated that they are in the middle of the process and hope to continue next year with this goal if approved by the next Staff Senate.

  3. **Open House for Faculty/Staff**
     
     - Continuing to work on the details of this goal.
4. Faculty/Staff Relations
   o Faculty is in full support the Customer Service Campaign.
   o Suggestion was made that it would be nice to have Faculty Senate and Staff Senate sit
down together as a group and find common goals that we can work toward together.

5. Centralized Training Calendar
   o This has run into technical problems. Continuing to work through this goal.
   o Suggestion was made to use Outlook so if accepted by user it would be placed on their
calendar.

VII. NEW BUSINESS

• Presentation

Adele presented Dr. Greer with a beautiful bouquet of flowers from Staff Senate as a thank you for
her support of Staff Senate

Plaques/flowers were presented to Joyce Crumpton and Melanie Hoyle as a thank you for their
roles as Vice President and Secretary.

A plaque/gift card was presented to Adele from Staff Senate as a thank you for her enthusiastic
leadership of Staff Senate.

VIII. ANNOUNCEMENTS

• Staff Senate Meeting – July – TBA
• June 25 – Lunch & Learn: Hydration and Nutrition (12:30 - DBC 187)
• July 4th Holiday – College Closed
• July 23 – Lunch & Learn: Race Strategies (12:30 - DSC 222)

VIII. ADJOURNMENT

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