I. CALL TO ORDER

- The meeting was called to order at approximately 10:00 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The minutes from the September meeting were approved as written with four corrections.

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  - Michelle Avendano, HR Specialist (8/28/13)
  - Trenton Champion, HVAC Technician (9/3/13)
  - Tracy Hutchens, Technology/Data Support Specialist-Student Services (8/19/13)
  - LeAnne Johnson, Housekeeper (8/1/13)
  - Whit Preston, Adjunct Evening Librarian (8/12/13)

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - Christmas Luncheon invitation went out via email. Next meeting is on November 21st.
• **Mini-Grant**  
  o Committee completed evaluations for the two mini-grants that were submitted.

• **Altrusa Award**  
  o No report

• **Staff Excellence Award**  
  o No report

• **Staff Development and Training Needs**  
  o Carol Denton will oversee Professional Development. Carol will schedule professional developments as suggestions come in. The committee will work on a survey to send out to the campus to see what training needs are needed the most.

• **Health Promotion Committee**  
  o More employees are participating in the divisional walking competition. The walking competition will wrap up on December 6th. The committee is planning a luncheon for winners of the competition and participants of Gaston Cup after the holidays.
  
  o The Gaston Cup included Run for the Money on April 20, 2013; Grizzlies 5k on July 26, 2013; and Spencer Mountain 10 mile and 5k on November 9, 2013.
  
  o Total Wellness Week was reviewed. Chair massages were a big hit (28) and flu shots were given to almost 200 people. The committee discussed ways to improve Total Wellness Week for the next year. The committee is looking to change it from one week to several months beginning next semester. Each month would highlight a different topic.
  
  o The next meeting will be held in January 2014

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

• **Marketing Committee**  
  o The Executive Committee will continue to highlight the Customer Service winner in Inside Gaston.

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**V. SPECIAL & AD HOC COMMITTEE REPORTS**

• **Executive Council Update**

  **Recording of Campus-Wide Meetings/Professional Development**

  Ms. Savonne McNeill attended Executive Council to provide information regarding the equipment that would be needed to expand recording and streaming video capabilities on a campus-wide level. This expanded capability would allow Faculty/Staff to view a presentation and/or meeting in real time at their own computer. It could also be used for large events to provide overflow capabilities when needed. Collaboration with the Broadcast Technology program could create more opportunities for students to learn and apply new technologies.
The cost to implement the video streaming would be approximately $21,000, which would include software/training, two cameras, and tri-casters for editing. There would also be a yearly recurring maintenance fee of $4,500. The funding source will be a combination of state and QEP equipment monies. A spring 2014 implementation date is projected. The Executive Council approved moving forward with this project.

**Strategic Planning Update**

During the week of October 14-18 several focus group sessions were held, with 160 off-campus manufacturing, education, and healthcare leaders invited to participate. In addition 14, one-on-one interviews were conducted with college supporters and community leaders.

The next step will be to conduct surveys for students, faculty, and staff before the Holiday break. The timeline is to have a draft strategic plan presented to the Board of Trustees at their retreat in February 2014, with the final plan to be approved at the May 2014 Board meeting for implementation July 1, 2014.

**EX-MED Update**

Dr. Less attended Executive Council to provide an update on a potential Gaston College partnership with ExMED, USA, LLC, an international training company specializing in high-level training in areas such as: remote medicine, medicine in hostile environments, community paramedic, major incident management, medics working on oil rigs, private and maritime security, and advanced fire/rescue. Gaston College will be the first free-standing partner in the US and was selected due to our excellent RESTC training facilities, proximity to a major airport, and availability of a Bookstore and Café on Campus.

**4-H Activity Day**

The Executive Council approved a request by Jackie Ammons to hold a 4-H Activity/Competition Day on the Dallas Campus on Saturday, May 3, 2014. The event is expected to draw about 400 participants and their families.

**Centralization of Professional Development Activities**

Todd Baney and Carol Denton presented their proposal to create a centralized Professional Development Center that would coordinate the communication, registration, and evaluation of professional development opportunities provided by the college. A campus-wide Training Needs Analysis will be conducted to identify topics and areas where specific training would be beneficial. A Professional Development Task Force will be initiated to oversee the process, with representatives from various areas of the College as well as a representative from Faculty Senate and Staff Senate. Action: Staff Senate will need to name a representative to serve on this Task Force.
• **President’s Cabinet Meeting Update**
  o The meeting was designed to inform us of the work that has been done on the Strategic Plan. Julia Allen, Development Officer/Executive Director-Gaston College has been assigned the task of developing a new plan for 2014-2019. The Armistead Group has been hired to focus on advancing the mission and vision of the two-year college. The Group will collect data from all areas that are involved with the College. After all data is collected from the areas a draft of the Strategic Plan will be devised.
  o The group was asked for our input by responding to a number of questions
    • College’s strengths and weaknesses
    • Measures taken to ensure quality educational practices
    • How is instructional excellence maintained
    • Are essential resources provided to support these practices and services
    • Overall impression of our labs and Learning Resources
    • Are we serving lifelong learning needs of a diverse population and workforce
    • Partnerships successfully expanded
    • Challenges and success with lifelong learning
    • Changes or improvements for this year
  
• **Board of Trustees Meeting**
  o New staff hires were announced.
  o Financial Aid has automated a lot of processes and students are getting feedback within 24-48 hours.
  o Summer term funding for Tier 1 students was discussed.
  o Bonus days were discussed. Faculty will be allowed to reduce their offices hours or are on a prorated basis throughout year.
  o Myer’s Center renovation has been begun.
  o The state operational budget was approved.

• **Achieving the Dream**
  o No report

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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 The committee met and discussed finding a low student traffic day where an open house could be held. The committee is hoping to have a two-hour window for the open house. Joyce proposed having an open house on all three campuses.

• **Centralized Training Calendar**
  o No report – on hold till later in the spring semester.
• Faculty/Staff Relations
  o Faculty and Staff Senate worked together to organize a Veteran’s Day ceremony was held in October.

VII. NEW BUSINESS

• New Staff Senator
  o Staff Senate welcomed Kent Spitler as a new Staff Senator

• Customer Service Banner
  o The committee agreed to hang the customer service banner in the faculty/staff lounge in the Café area. The Senate discussed having banners on all three campuses.

• Contact Information for Adjunct Faculty
  o The Executive Committee will arrange a meeting with Faculty Senate to discuss how to include adjunct faculty in the Outlook address book. The committee will also work on getting nicknames or preferred names listed along with the contact information in the address book.

VIII. ANNOUNCEMENTS

• Faculty/Student Break – November 27th through November 29th
• College Closed – November 28th and November 29th
• Holiday Drop-In – December 6th from 11:00 a.m. until 1:00 p.m. – RCH Gallery
• Next Staff Senate Meeting – December 12th at 10:00 a.m. – ML 226

VIII. ADJOURNMENT

• The meeting was adjourned at approximately 11:05 a.m.