MINUTES OF THE MEETING

STAFF SENATE

Thursday, October 9, 2014
Dallas Campus, Myers Center, Boardroom
Prepared by: Christian Smith

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

Members Absent: Jenell Barnett, Debra Hissom, Joe Issa, Kent Spitler

I. CALL TO ORDER

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

II. APPROVE MINUTES FROM PREVIOUS MEETING

• The minutes from the September meeting were approved.

II. STANDING COMMITTEE REPORTS

• New Staff Member Welcome (Christian Smith)
  o Ruben Cuevas, Housekeeping/Floor Maintenance
  o Mishael Griffin, Receptionist-Arts and Science
  o Pamela McCumbee, Housekeeper
  o Lakhvinder Singh, Housekeeper

• Staff Development & Training Needs and Calendar Committee (Carol Faust)
  o The Taskforce met and are preparing to roll out the Learning Management system (Professional Development). A sub-committee has been formed to prepare a proposal to establish criteria for Staff Professional Development requirements. The proposal will be presented to the Executive Council. The Senate was asked their opinion on having an option to earn credits towards professional development by researching an approved topic and writing a paper summarizing their findings. This option would be optimal for those Staff who would have trouble attending various trainings to earn the required number of professional development credits.

• Staff Senate Social Committee (Helene Burnham, Joe Issa)
  o Helene and Joe will begin planning for the General Staff Meeting on April 8th at 2:00 p.m. in the Myers Center Multipurpose Room.
- **Gaston College Social Committee (Emily Dalton)**
  - Emily thanked everyone who contributed their time and efforts to make the 50th Anniversary Community Kick-off a success. Emily reported the Social Committee is in the planning stages for the Holiday Luncheon. The committee is requesting quotes for catering, including a quote from Bryan Greene from the Campus Café. Invitations are being finalized.

- **Altrusa Award (Missy Fox)**
  - No report

- **Staff Excellence Award (Josh Crisp, Harriet Dameron)**
  - Melanie Hoyle completed her nomination packet and is having the packet proofed. The packet is due by October 15, 2014.

- **Health Promotion Committee (Helene Burnham, Kent Spitler)**
  - The Health Promotions Committee is now being called the Health and Wellness Committee and will be housed under Todd Baney instead of Dr. Ammons. Our mission/vision statement is: To establish a culture within the Gaston College community that cultivates, embraces, sustains, and celebrates health and wellness.
  - The Committee participated in the Benefits Fair and provided a walking map for the Dallas campus as well as pedometers for all full-time employees. If anyone has a problem with their pedometer, HR will switch out for a new one.
  - The divisional Every Step Counts began October 1 and will run for 6 months ending April 1. The winners of the competition will receive banners instead of trophies.
  - The wellness topic/theme for October will focus on Stress Management and Cancer Awareness with several activities being planned for yoga and chair massages. For breast cancer awareness, October 16 has been designated as GC Wear Pink Day.
  - Flu shots will be given on October 16 in MC160.

- **Nomination Committee (Jenna Deal, Johnny Wong)**
  - No Report

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### III. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update**

  **October 7 Executive Council Meeting**

  - Ms. Juanita Gunnell and Ms. Leslie Pressley presented a proposal to add a required ATI review course to the third semester curriculum for Practical Nurse, with a pass along fee of $230. This will aid our students in successfully passing the PN exam. The fee will be added to the list of fees to be presented to the Board in May 2015 for effect in fall semester.
  - Dr. Husain reported a summary of Satisfactory Academic Progress statistics for Financial Aid and related satisfactory progress, probation, warnings, suspensions and termination figures from spring and summer 2014.
North Star Marketing made a presentation on results of 2013-14 marketing efforts and preliminary marketing plan for 2014-15.

The Executive Council participated in a teleconference with EMSI to learn more about their products, Gap Analysis and Career Coach. EMSI will be completing a market analysis for each of the 58 community colleges this fall.

Mr. Vernon Shoaf presented an overview of the BioNetwork Learning Solutions Center and highlighted their accomplishments over the past year, including the award winning video Zombie College: The Five Rules of Lab Safety, which can be viewed on YouTube.

Dr. Ammons and Dr. Dellinger proposed that the College cease printing the curriculum course schedule, since it is out of date before it is even issued, and the most current class offerings are listed in Web Advisor. This will be implemented with Summer 2015 classes.

Dr. Husain reported that the Trio grant application will open next month and that we will begin working on the grant as soon as the new Grants Director is in place.

**President’s Cabinet Meeting Update**

- Josh Crisp informed the Cabinet of the Staff Senate Goals for the 2014-2015 academic year. (Customer Service Campaign, Virtual Open House, Student/Staff Relations, Faculty/Relations, Staff Senate participation in 50th Anniversary Celebrations).
- Josh announced the General Staff Meeting will be held in the MC Multipurpose Room on April 8th at 2:00 p.m.
- Karen Duncan and Tonia Broome presented on Information with Online Teaching Tools.
- Faculty/Staff Meeting on November 6th at 2:00 p.m. in the MC Multipurpose Room.
- College will be closed November 27th and 28th.
- Holiday Luncheon will be held on December 5th from 11:00 a.m. until 1:00 p.m. in the Myers Center Multipurpose Room.
- The College will close from December 22nd until January 2nd.

**Board of Trustees Meeting**

- Gaston College hosted an Align4NCWorks summit.
- The salary increases were approved and are retro-active to July 2014. The 5 bonus days were also approved for staff. Unfortunately, the state provision did not include full-time faculty positions since those positions are not eligible to earn annual vacation leave. To alleviate at least some of the imbalance caused by this, a full-time faculty member should work with his or her respective dean regarding office hour requirements and possible door schedule modifications.
- The 2015-2016 fiscal year is looking to encounter a 2% reduction in funds from the Governor.

**Student Success Initiative (AtD)**

- The Student Success Team met on September 29, 2014. The meeting was to prepare for the coaches’ visit on October 27 and 28. Dr. Trudy Bers is our new Data Coach, who took over for Nancy Showers.
- Dr. Dellinger pointed out the Principles Assessment survey is something the coaches would discuss when they are here. There were 31 participants in the survey, 10 staff, 8 faculty and 13 administrators. Unfortunately, there were no students who took the survey.
- Individual and Group meetings with ATD coaches on October 27 and 28:
o Cherry Deal reported that they were fortunate to have funds provided from Title III to prepare Placement Test preparation materials for students. These materials will be placed on the web for students to practice prior to taking the placement test. They are also making it ADA compliant.

o It was also noted that we will have several presenters from Gaston College at the NCCCS. Heather Woodson will present on Multiple Measures and SPARC, Dr. Husain on Completion by Design and John Erickson on SPSP and SEAP.

VI. GOALS UPDATE

• Customer Service (Helene Burnham, Harriet Dameron, Debra Hisson)
  o Angela Painter was the winner for October. Angela Painter was the first faculty member to win the parking space for the Customer Service Recognition Program.
  o Harriet and Helene will work with Tim Ausburn to discuss the possibility of opening the customer service recognition program for students to submit nominations.

• Virtual Open House/Tour (Jenna Deal, Travis Hogue)
  o Jenna and Travis met with Technology Services on September 15th to discuss the possibilities and methods of producing a Virtual Open House for faculty and staff. The team discussed possibilities of rolling out a Virtual Open House in phases throughout the next several Senate years.
  o It was also discussed opening the finished project to students for viewing.

• Staff/Student Relations (Jenell Barnett, Jenna Deal, Travis Hogue, Christian Smith)
  o The group will be meeting with Renita Johnson on October 15th.

• Faculty/Staff Relations (Josh Crisp, Jenna Deal, Christian Smith)
  o Josh Crisp contacted the Faculty Senate President, Sherry Sherrill, to establish meeting times to discuss coordinate co-senate meetings for the 2014-2015 academic year.

• Staff Senate/50th Anniversary Celebrations (Josh Crisp, Helene Burnham, Emily Dalton)
  o On October 20th, Dr. Malinda Lowery will present as the second speaker for the Gaston Alumni Speaker Series. The event will begin at noon in MC 160.

VII. ANNOUNCEMENTS

• The Campus Café is open!
• No-Cost Yard Sale – Donations accepted through November 20th – Event held on November 21st in the MC Multipurpose Room.
• Gaston College Food Bank – open to all Gaston College students – Monetary donations can be made through the Gaston College Foundation – food donations can be dropped off in RCB 239.
• Faculty/Student Break – October 13th-14th – College Closes at 4:00 p.m.
• Next Staff Senate Meeting – November 13th – 10:00 a.m. – LC 218 (Carpool)
• General Staff Meeting – April 8th – 2:00 p.m.–3:00 p.m. – MC Multipurpose Room
  o Staff Senate will meet before the General Staff Meeting at 12:30 p.m.
VIII. ADJOURNMENT

- The meeting was adjourned at approximately 11:10 a.m.