MINUTES OF THE MEETING
STAFF SENATE
Thursday, January 17, 2013
Dallas Campus, APS 125
Prepared by: Melanie Hoyle

Members Present: Doug Bradley, Sherry Carpenter, Josh Crisp, Joyce Crumpton, Harriet Dameron, Ben Dungan, Adele Earls, Dr. Linda Greer, Melanie Hoyle, Gary Johnson, Dr. Karen Less, Stephanie Lutz, Nichole Malloy

Members Absent: Jeannie Horton, Beverly Murphy, Christian Smith

I. CALL TO ORDER

- The meeting was called to order at 10:04 a.m.
- Adele welcomed our newest Staff Senate member, Gary Johnson.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The December minutes were approved as written with 1 typo correction.

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
  - Four new staff members were hired. They are as follows:
    Jimmy McClure (Housekeeper/Utility)
    Shamere Morrison (Counselor-Lincoln Campus)
    Curtis Rayfield (Maintenance Technician)
    Susan Waddell (Communications Specialist)

- Calendar Committee
  - The Calendar Committee met. They are considering moving fall break to Columbus Day so students with family members that are off in observance of the holiday can be off with them. They are not sure if this will work with the schedule but are looking at that option. They are also trying to determine a graduation date. Their next meeting will be January 22, 2013.

- Staff Senate Social Committee
  - No report
• **Gaston College Social Committee**
  o They are currently planning the Employee Appreciation Luncheon that will be held April 5.

• **Mini-Grant**
  o The Mini-Grant committee met. They had 1 mini-grant that was submitted for consideration.

• **Altrusa Award**
  o The committee is currently accepting submissions for the Altrusa Award.

• **Staff Excellence Award**
  o The Staff Excellence Award will officially be announced on February 4. All nominations will need to be submitted to the area VP of the nominee by March 1, 2013.
  o Marketing ideas were discussed.

• **Staff Development and Training Needs**
  o Evaluations for the Travel Paperwork Training are being compiled. Committee is also looking into the need to provide Travel Paperwork Training to Lincoln and Kimbrell campuses.

• **Health Promotion Committee**
  o No Report

• **Nomination Committee**
  o No Report

• **Marketing Committee**
  o Committee offered kudos to Emily Dalton on the article in Inside Gaston remembering Joy Armour. She will be missed on Staff Senate.

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V. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**
  o The Council was presented with several options for renovations needed for the Myers Center Auditorium. Further research will be conducted about current costs and then priorities will be determined for which renovations are the most critical.
  o Ms. Cathis Hall made a presentation regarding the WSGE Beach, Rhythm, and Blues Festival, with much discussion about the scope, benefit, intended audience, and best date for the event.
Mr. Dellinger and Mr. Clay provided information about policies related to SACS and Substantive Change. Further review and discussion will be forthcoming.

- **President’s Cabinet Meeting Update**

  No Report

- **Board of Trustees Meeting**

  No Report

- **Achieving the Dream**

  No report

- **VP Update**

  Budget Update: $22.50 has been spent on printing / $137.00 has been spent out of the discretionary fund (ice cream/miscellaneous items for General Staff Meeting)

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**VI. UNFINISHED BUSINESS**

**A. Goals and Objectives Update**

1. **Customer Service Campaign**
   - Committee would like to roll out the new Customer Service Campaign at the Employee Appreciation Luncheon on April 5.
   - Electronic Form would be filled out and emailed to nominee and nominee’s supervisor
   - All nominees will be put into a drawing each month for a monthly winner.
   - Winner would get their own parking spot.
   - You can’t nominate yourself
   - Committee still working on logistics of parking spot sign for winner
   - Nominators can nominate someone anonymously but you will still have to put your name so the committee can see. There will be a box you can check on the electronic form so the person you are nominating and their supervisor will not know who nominated.
   - Full details will be announced later.

2. **New Staff Mentoring Program**
   - Committee is continuing to work out the details of the Mentoring Program. They are also continuing to compile a list of information for new staff of things that are available to them as staff members of Gaston College.

3. **Open House for Faculty/Staff**
Looking at putting pictures of staff and faculty on Outlook so everyone will know who everyone is
Continuing to work on the logistics of making this the most beneficial event for everyone

4. Faculty/Staff Relations
   - A representative from Faculty Senate attended meeting. They were also invited to attend the meeting on the Open House planning.

5. Centralized Training Calendar
   - Committee is following up on the status of SharePoint. SharePoint is what the committee would like to use to provide the Centralized Training Calendar.

B. Update on Retirees Request
   Adele is working with Carol Denton on including retirees more in college communications.

VII. NEW BUSINESS

A. Bonus Checks

   This topic has been postponed until the February meeting

VIII. ANNOUNCEMENTS

A. Martin Luther King Holiday – College Closed – January 21, 2013
B. Staff Excellence Award Announcement goes out February 4, 2013
C. Next Staff Senate Meeting – February 14, 2013
D. Reminder for everyone to sign up for the GC Alert

VIII. ADJOURNMENT

The meeting was adjourned at 11:20 a.m.