I. CALL TO ORDER

- The meeting was called to order at 2:00 p.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The May minutes were approved as submitted.

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  - No report

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - No report

- Mini-Grant
  - No report.

- Altrusa Award
• **Staff Excellence Award**
  Dr. Less asked for input on how to improve the Staff Excellence Award process for next year. Leah Mackey suggested that we solicit feedback from past Staff Excellence Award candidates on the process. This item will be brought up again when we look at next year’s goals and objectives.

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### IV. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update**
  - No Report

- **President’s Cabinet Meeting Update**
  - No report

- **Board of Trustees Meeting**
  - The highlights from the Board of Trustees meeting minutes from March 28 and May 23 were shared with the committee. These documents will be submitted as addendums.

- **Tobacco-Free Initiative**
  - Dr. Less will check with Ernie Charles on how Staff Senate can help move this college-wide initiative forward.

- **Nominations/Elections**
  - Ben Dungan announced the list of Staff Senate nominees for the upcoming elections process. Elections will begin next week (June 13 – 16). Sherry Carpenter will ask Tim Ausburn to remove all Vice-President’s emails from the Staff email group since they are not eligible to vote in Staff Senate elections.

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### V. UNFINISHED BUSINESS

**Lean Office Update / Staff Development**

- Dr. Karen Less that there is no money at this time to offer anything for staff. Adele Earls indicated that Title III has money to use for Staff Development. She mentioned that Title III is willing to co-sponsor a staff development event with Staff Senate if the committee is interested.

- Sherry Carpenter suggested we look at a topic/program on internal and external customer service for staff development next year (2011-12).
VI. NEW BUSINESS

Changes to Bylaws

- Dr. Karen Less reported that two slight changes need to made in the bylaws regarding the Staff Senate elections/nominations. One change is grammatical in nature, and the other swaps the number of senators needed each year (swapping the words ‘even’ and ‘odd’). These changes would be looked at in our next meeting.

SACS

- Dr. Karen Less reported that Gaston College was in compliance on all but seven items and those would require only minor revision. Dr. Dewey Dellinger is collecting information based on the feedback received from the SACS review. The projected date for the SACS visit is 9/20 – 9/22/2011. Dr. Less will let Dr. Dellinger know that Staff Senate is available to help if needed.

VII. ANNOUNCEMENTS

- Adele Earls noted that the campus chapter of International Association of Administrative Professionals (IAAP) maintains a "clothes closet" where students can purchase interview-type attire for a very reasonable price. Adele added that she felt this service was not advertised to students as much as it could.

VIII. ADJOURNMENT

- The meeting was adjourned at 2:40 p.m.