MINUTES OF THE MEETING
STAFF SENATE
Thursday, April 10, 2014
Dallas Campus, Morris Library, Room 226
Prepared by: Christian Smith

Members Present: Doug Bradley, Helene Burnham, Calvin Craig, Josh Crisp, Joyce Crumpton, Emily Dalton, Harriet Dameron, Jenna Deal, Carol Faust, Missy Fox, Jeannie Horton, Joe Issa, Cynthia McCrory, Kent Spitler, Christian Smith, Johnny Wong

Members Absent: Carol Faust

I. CALL TO ORDER

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

II. STANDING COMMITTEE REPORTS

• New Staff Member Welcome
  o Kimberly Branch, Secretary, Health and Human Services, Lincoln Campus (2/24/14)

• Calendar Committee
  o No report

• Staff Senate Social Committee
  o No report

• Gaston College Social Committee
  o The Employee Appreciation Luncheon was held on April 11th. The Committee is accepting feedback pertaining to the event.

• Mini-Grant
  o No report

• Altrusa Award
  o The winner, Sherry Sherrill, was announced during the Employee Appreciation Luncheon.

• Staff Excellence Award
  o The winner, Melanie Hoyle, was announced during the Employee Appreciation Luncheon.
• **Staff Development and Training Needs**
  o The Professional Development Taskforce has requested Staff Senate to “brainstorm” on the number of Professional Development hours Staff should be required to obtain each academic year. The Senate conversed and suggested 3-5 hours per academic year. The Senate also asked for clarification on the following: What would suffice as Professional Development for Staff and are Staff allowed to earned Professional Development hours outside the College (conferences/workshops off campus)?

• **Health Promotion Committee**
  
  Physical Education CEU Proposal
  The Committee is proposing that the Professional Development Committee include a “wellness category” for professional development offering for faculty and staff. Details are still being discussed.

2014 Gaston Cup Series (5 Races)
  a. Run for the Money – April 12
  b. Cherry Blossom 5k – April 25
  c. Gastonia Grizzlies 5k – July 18
  d. Labor Day 5k – September 1
  e. Spencer Mountain 5k and 10 miler – November 8

  **Upcoming Events**
  a. The Health Fair is scheduled for Thursday, May 1 11:00 a.m. until 1:00 p.m. in the MC Breezeway.
  b. The Benefits Fair is scheduled for September 24, 2014.

• **Nomination Committee**
  o Please let Doug Bradley know if you are rotating off of Staff Senate by April 30th. Remember, if you can think of anyone that you think would make an excellent Senator, please nominate them. Nominations are to be submitted to Doug Bradley.

• **Marketing Committee**
  o The Executive Committee will highlight Alyson Jordan and Ann Davis (Customer Service Recognition winners) in the next edition of Inside Gaston.

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

• **Executive Council Update**

  March 14 Executive Council Meeting

  • The new five year strategic plan for the NCCCS system focuses on workforce development and NCReady4Work is the new system guiding phrase, replacing SuccessNC. There are twenty-one regional Workforce Learning Summits scheduled state-wide over the next several months. Gaston College will host a summit that includes Gaston College, Cleveland Community College
and Mitchell Community College on Sept 23-24. The purpose of the summits is to encourage dialogue among College Presidents, Boards of Trustees and Legislators, discuss workforce development state-wide and share best practices among institutions.

- The System Office has changed the threshold for tracking equipment from $1,000 to $5,000. This means that the College will no longer have to conduct physical inventory on items costing less than $5,000, however, special control procedures will remain for items considered high risk, such as tablets, laptops, personal computers, portable projectors and guns owned to support the BLET program.

- Dr. Husain reported on new online orientation software that would be beneficial to students. It will require bidding, per state procedures, so it will take several weeks to work through the bidding process. This means it will probably not be ready to roll out before Spring 2015 semester.

- Mr. Baney and Ms. Denton made a presentation on a new Learning Management System (efront) specifically to support professional development offerings on campus. The Executive Council approved moving forward to procure, provided they could get the total cost reduced somewhat.

- There was an Educational Partnerships Summit in Lincoln County on March 21 at the Lincoln Economic Development Association, to discuss partnerships between Gaston College and Lincoln County Schools in relation to new curriculum, space challenges at the Lincoln Campus, and other topics focused on enhancing the educational partnerships in force in Lincoln County.

March 25 Executive Council Meeting

- A draft of the 2014-15 yearly event and meeting calendar was reviewed. I will share once finalized at a future Executive Council meeting.

- Once the Myers Center Auditorium renovation is complete and it reopens, the space will be referred to as the Myers Center Multi-purpose Auditorium and the three individual partitioned meeting spaces will be referred to as Rooms A, B and C. The naming convention needed to be finalized for room scheduling and other purposes.

- Representatives from Academic Affairs, Student Services, Technology and the Business Office attended a presentation/demonstration of Civitas Learning software on March 18th. The software data mines existing systems such as Colleague to help identify students at risk of not completing in a real-time manner, so that interventions can occur early. There is also a module that helps students with degree planning. This is cutting edge software that is currently being rolled out to select colleges nationally. Dr. Husain will search for grants that might help fund this initiative.

- Gaston Scholar scholarships will be awarded at high school awards nights this spring. The Foundation has funded one $1,000 scholarship for each high school in Gaston and Lincoln Counties. This new scholarship program’s debut coincides with our 50th anniversary kick-off this summer. Plans for 50th anniversary events will be discussed in the May 1st President’s Cabinet meeting.
• President’s Cabinet Meeting Update  
  o No Report

• Board of Trustees Meeting  
  o New Employees were welcomed and introduced.
  
  o Brad Rivers, Director of the Small Business Center and Dianne Metcalfe, Director of Corporate Education gave presentations concerning their areas of expertise.
  
  o Dr. Skinner’s report to the Board:
    o Brad Rivers was awarded the Harley B. Gaston, Jr. Public Service Award. This award is awarded each year to an individual who has made an outstanding contribution to the community.
    o Gaston College hosted a legislative breakfast at the Kimbrell Campus on January 27th.
    o Dr. Skinner shared with the Board the different meetings and conference she had attended from November 2013 through March 2014.

• Achieving the Dream  
  o No Report

VI. GOALS UPDATE

• New Staff Mentoring Program  
  o No report – Carol Faust will keep Staff Senate up to date on the progress of this initiative.

• Open House for Faculty/Staff  
  o No Report

• Centralized Training Calendar  
  o No report – Carol Faust will keep Staff Senate up to date on the progress of this initiative.

• Faculty/Staff Relations  
  o No Report

VI. NEW BUSINESS

• Salary Increase for Degree Completion Inquiry  
  o Joyce spoke with Carol Denton about the pay increase delay for those who complete an advance degree. The reason for the delay is because the pay increase must be included and approved in the budget. The Advance Degree form should be filled out and approved before the employee begins working on their advance degree.
- **Customer Service Recognition**
  - The three stand-up banners for the Customer Service Recognition program have been ordered and have arrived. Joyce would like for each banner to be placed at all three campuses and would like the banners to rotate from one building to the next.

- **Run for the Money**
  - Joyce encourages everyone to participate in Run for the Money on April 11\(^{th}\).

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**VII. ANNOUNCEMENTS**

- Staff Appreciation Event – April 11th from 11:30 a.m.-1:00 p.m. – MC Cafe
- Faculty/Student Break – April 17th through April 22nd
- College Closed April 18th through April 21st
- Next Meeting – May 8th at 10:00 a.m. on the Lincoln Campus in LC 218

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**VIII. ADJOURNMENT**

- The meeting was adjourned at approximately 10:30 a.m.