MINUTES OF THE MEETING
STAFF SENATE
Thursday, August 14, 2014
Dallas Campus, Myers Center, Boardroom
Prepared by: Christian Smith

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

Members Absent: Jenell Barnett, Calvin Craig, Joe Issa, Kent Spitler, Johnny Wong

I. CALL TO ORDER

- The meeting was called to order at approximately 10:05 a.m. Josh Crisp welcomed everyone and introduced Debra Hissom as the new Staff Senator who replaced Mike Rose.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The minutes from the July meeting were approved.

II. STANDING COMMITTEE REPORTS

- New Staff Member Welcome (Christian Smith)
  - Rocky Goins, Technology Specialist I

- Staff Development & Training Needs and Calendar Committee (Carol Faust)
  - No Report

- Staff Senate Social Committee (Helene Burnham, Joe Issa)
  - No report

- Gaston College Social Committee (Emily Dalton)
  - The Convocation/50th Anniversary Celebration Kick-off will be on Tuesday, August 19th. The Convocation/50th Anniversary Celebration Kick-off will begin at 10:30 a.m. in the newly renovated Myers Center Auditorium. There will be a keynote speaker and a lunch will be served.
  - The 50th Anniversary Community Kick-off is scheduled for Friday, September 26th. Bar-B-Que will be served on the lawn from 5:00 p.m. until 7:00 p.m. and Jimmy Wayne will perform from 7:00 p.m. until 9:00 p.m. in the Myers Center Multipurpose Center.
  - Emily Dalton will continue to serve as the Social Committee representative for Staff Senate.
• **Mini-Grant (Calvin Craig)**
  o The Mini-Grant Committee has been suspended for the 2014-2015 academic year due to not being refunded.

• **Altrusa Award (Missy Fox)**
  o No report

• **Staff Excellence Award (Josh Crisp, Harriet Dameron)**
  o Harriet sent the preparation package for the State Level to GC winner (Melanie Hoyle) due by October 15, 2014.

• **Health Promotion Committee (Helene Burnham, Kent Spitler)**
  o The wellness topic/theme for September will be Get Moving. The Benefits Fair has been scheduled for September 25th and will be the start of the divisional competition, Every Step Counts. With available funding, the committee plans to provide pedometers for each participant.
  o The Committee is working on a Mission/Vision Statement and goals they think should be accomplished. Each member was asked to provide feedback by July 31st.

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

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### III. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**

  **July 8 Executive Council Meeting**

  o Representatives from Duke Energy were on hand to present the $250,000 grant check to the College to purchase welding equipment for Pharr Renovation Phase 1.

  o Dr. Husain presented a draft of a Strategic Enrollment Management Plan for 2014-16, which was crafted by the Enrollment Management Task Force Committee. Goals were identified with supporting strategies. The goals include:
    • Increase enrollment for Gaston College.
    • Ensure enrollment management processes are effective, efficient and student focused.
    • Continue to improve student success and completion rates.
    • Maximize the use of technology in enrollment management.

  o Dr. Husain reported that enrollment for fall was down 14% as of today compared to the same day last year.
Dr. Husain reported on an effort to retain students by providing some level of scholarship support to students making satisfactory academic progress who are close to completion, but are no longer eligible for financial aid and that is the barrier that is preventing them from continuing their education.

August 5 Executive Council Meeting

- Bruce Cole presented the 2014-15 State Budget, with general discussion on how to bridge the expected $1.2 Million budget decrease for 2014-15.
- Cynthia McCrory reported the county capital priorities for 2014-15. Projects include a new roof for the section of Pharr currently being renovated, and renovation of CET 154 for Distance Learning.
- Julia Allen presented the approved 2014-15 Foundation Budget.
- Cynthia McCrory reviewed the progress made against the 2008-13 Facilities Master Plan.
- Todd Baney, Stephanie Michael-Pickett and Carol Denton presented a draft update to the College’s Crisis Communication Plan.
- Dr. Skinner reviewed the NCACCP summer conference discussion items.
- Dr. Ammon, Heather Woodson, and Ashley Haglar led a discussion on the NSF requirements for an Institutional Review Board for campus. This is particularly important at this stage with the awarding of the NSF grant, and possible future grant opportunities.
- Dr. Husain reported that a Career Expo will be held in Myers Center Multi-purpose Auditorium on Friday, Oct. 3 for high school students from 11:30-2:30. It will also be open to Gaston College students from 2:30-3:30.
- Dr. Husain reported that a direct mail postcard will be mailed out to over 16,000 prospects on August 8, as part of the final push for fall enrollment.
- Dr. McElhoe reported that there will be a national accreditation team on campus August 25-27 to review the Fire Training program.

- President’s Cabinet Meeting Update
  - No Report

- Board of Trustees Meeting
  - No Report

- Student Success Initiative (AtD)
  - No Report
VI. GOALS UPDATE

- Customer Service (Helene Burnham, Harriet Dameron, Debra Hisom)
  - The Committee is going to work with Tim Ausburn to make the nomination form available for student submissions.

- Virtual Open House/Tour (Jenna Deal, Travis Hogue)
  - No Report

- Staff/Student Relations (Jenell Barnett, Jenna Deal, Travis Hogue, Christian Smith)
  - No Report

- Faculty/Staff Relations (Josh Crisp, Jenna Deal, Christian Smith)
  - No Report

- Staff Senate/50th Anniversary Celebrations (Josh Crisp, Helene Burnham, Emily Dalton)
  - No Report

VI. NEW BUSINESS

- The Staff Senate Executive Council looks to have new shirts ordered for Staff Senate soon. Purchasing new shirts will absorb most of the Staff Senate budget for the 2014-2015 Fiscal year.

VII. ANNOUNCEMENTS

- Convocation/50th Anniversary Kick-off – August 19th starting at 10:30 a.m.
- First Day of Fall Classes – August 20th
- College Closed – Labor Day – September 1st
- Next Meeting – September 11th at 10:00 a.m. – DSC 222

VIII. ADJOURNMENT

- The meeting was adjourned at approximately 10:32 a.m.