MINUTES OF THE MEETING
STAFF SENATE
Thursday, May 8, 2014
Lincoln Campus, LC Room 218
Prepared by: Carol Faust

Members Present: Doug Bradley, Helene Burnham, Josh Crisp, Emily Dalton, Harriet Dameron, Conrad Martin for Jenna Deal, Carol Faust, Kent Spitler, Johnny Wong.

Members Absent: Calvin Craig, Joyce Crumpton, Missy Fox, Jeannie Horton, Joe Issa, Cynthia McCrory, Christian Smith.

I. CALL TO ORDER

• The meeting was called to order at approximately 10:15 a.m.

II. APPROVAL OF MINUTES

• On page 2 of the April 10, 2014 minutes the word “off” should be added to read”…if you are rotating off of Staff Senate…” A period was added to the end of the sentence.
• On page 3, the words “There was” was added to the 4th bullet to read, “There was an Educational Partnerships Summit…”
• On page 5, the word approximately was spelled incorrectly under Adjournment.

II. STANDING COMMITTEE REPORTS

• New Staff Member Welcome
  o No report

• Calendar Committee
  o The committee met last Friday to make final recommendations to the 2015 calendar; it should be published by May 16th, pending approval by the committee. The committee is also working on the 2016 calendar which will include a professional development day.

• Staff Senate Social Committee
  o Christian will send out an email regarding plans for our next meeting.

• Gaston College Social Committee
  o The Committee received positive feedback pertaining to the Employee Appreciation Event. The next event the committee will plan will be Convocation

• Mini-Grant
  o No report
• **Altrusa Award**
  - The winner, Sherry Sherrill, was announced during the Employee Appreciation Luncheon. Congratulations, Sherry!

• **Staff Excellence Award**
  - The winner, Melanie Hoyle, was announced during the Employee Appreciation Luncheon. Congratulations, Melanie!

• **Staff Development and Training Needs**
  - The PDTF has formed a sub-committee that will be working to make their recommendations to the PDTF in regards to how many hours will be required of staff. Currently, Faculty have required hours depending on their contract (9 or 12 month).
  - There will be several forms of PD available including instructor led classes, workshops, and online offerings in a variety of fields including leadership, technology, customer service, and health & fitness, as well as mandatory classes as per HR.
  - The task force is open to allowing PD from conferences, etc. but have not made any firm decisions as to how they will be counted.
  - The PDTF will be purchasing a Learning Management System that will host records, online classes, training calendar, PD registration, and certificates. The roll-out is expected this fall.

• **Health Promotion Committee**
  - The committee has added incentive for employees to participate in the Gaston Cup Series. For every race the employee participates in their name is entered for prize drawings. There are three races remaining for the 2014 Gaston Cup Series, including:
    a.  Gastonia Grizzlies 5k – July 18
    b.  Labor Day 5k – September 1
    c.  Spencer Mountain 5k and 10 miler – November 8
  - The committee is planning to highlight a different health/wellness topic each month beginning in September.

• **Nomination Committee**
  - There will be three open Senator positions next year. Doug has received some names, but there is still time for additional nominations. Elections are held in June.

• **Marketing Committee**
  - No report.

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### III. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**

  **April 29 Executive Council Meeting**

  - A review of marketing and advertising activities completed during the current fiscal year by North Star Marketing was given by Todd Baney and Stephanie Michael-Pickett, with a recommendation
that Gaston College continue to contract with North Star for advertisement placement in 2014-15. The recommendation was approved by the Executive Council.

- The 50th Anniversary marketing plan and preliminary schedule of events was presented by Julia Allen and Todd Baney.

- Mr. Baney presented a draft of Affordable Care Act Guidelines, based upon most current information available regarding ACA.

- Cynthia McCrory reviewed an agenda item that will go to the Finance and Facilities Committee related to the funding source for the Pharr Renovation Phase II project. The Board of Trustees will officially request the Foundation Board of Directors guarantee the funding needed for Pharr Phase II, since the source of funding for this project will be donations, in case the fundraising comes up short.

- Dr. Less presented a request from Exmed for the placement of small signs on campus indicating their office location in David Belk Cannon, that was approved.

- The time for graduation in 2015 will be changed to 4 p.m. Graduation in 2015 will be on May 15.

- Dr. Husain provided an update on the FTE audit that is currently underway. Some exceptions have been noted that may result in FTE reductions, which might require returning state funds if the exceptions cannot be adequately documented. Dr. Husain will continue to work through these exceptions with the auditor.

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

- **Board of Trustees Meeting**
  - No Report.

- **Achieving the Dream**
  - No Report

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## VI. GOALS UPDATE

- **New Staff Mentoring Program**
  - Professional Development Task Force is currently working on a comprehensive new hire orientation program, which will include a mentoring component. Suggestions from Staff Senate are being incorporated.

- **Open House for Faculty/Staff**
  - No Report

- **Centralized Training Calendar**
o A calendar will be available on the Learning Management System which will allow registrations to occur directly from the calendar.

- **Faculty/Staff Relations**
  o There has been some interest from Faculty Senate in combining the two senates to form one Faculty/Staff Senate. A suggestion was made that joint meetings occasionally would certainly be beneficial, but not necessarily combining the two senates.

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**VI. NEW BUSINESS**

- **Salary Increase for Degree Completion Inquiry**
  o As per Carol Denton, the Advance Degree form should be filled out and approved before the employee begins working on their advance degree. The pay increase upon completion will take place at the beginning of the following fiscal year so budgets can be planned in advance for the increase.

- **50th Anniversary**
  o The kick-off for the celebration will take place on September 14th. Staff Senate will be involved in several of the planned events. As more information becomes available a Staff Senate committee may be formed to assist in the planning for the events.

- **Pull-Up Banners**
  o The three stand-up banners for the Customer Service Recognition program have arrived. This month there will be one banner on each of the campuses. Josh will send out a rotation schedule so the banners can be moved occasionally for maximum visibility.

- **Summer Gym Schedule**
  o The summer hours for the fitness center will run from May 19th through August 14th and will be Monday through Thursday from 2-7 p.m.

- **Last Staff Senate Meeting for 2013-2014**
  o An email will be sent from Christian Smith regarding plans for the next meeting.

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**VII. ANNOUNCEMENTS**

- Faculty/Student Break – May 14th through May 22nd
- Graduation – May 16th at Bojangles Arena – 7:00 p.m.
- Summer Flex Begins – May 19th (Please make sure there is building coverage from 8a-6p)
- College Closed – May 26th – Memorial Day
- First Day of Summer Classes May 27th
- Next Meeting – June 12th at 10:00 a.m. on the Dallas Campus in DBC 180
VIII. ADJOURNMENT

- The meeting was adjourned at approximately 10:45 a.m.