MINUTES OF THE MEETING
STAFF SENATE
Thursday, August 11, 2011
Dalpiaz Building, Room # 222
Gaston College | Dallas, NC
Prepared by: Ben Dungan

Members Present: Jeannie Horton, Doug Bradley, Sherry Carpenter, Conrad Martin, Dr. Linda Greer, Stephanie Lutz, Joyce Crumpton, Adele Earls and Ben Dungan

Members Absent: Jody Mosteller, Melanie Hoyle, Leah Mackey, Renee Adams, Dr. Karen Less, Paula Homesley and Harriet Dameron

Others Present: N/A

I. CALL TO ORDER

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

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

   • The July minutes were not approved as submitted during the meeting. Corrections were made after the meeting and were approved unanimously via email on August 16.

III. STANDING COMMITTEE REPORTS

   • New Staff Member Welcome
     o On behalf of Harriet Dameron, Doug Bradley reported that there was one new staff hire since our last meeting. That new hire will receive a free cone from Dairy Queen. He also mentioned that Harriet would be bringing a new Dairy Queen welcome card at the September meeting for us all to sign to reflect the newly elected senators.

   • Calendar Committee
     o No report

   • Staff Senate Social Committee
     o No report

   • Gaston College Social Committee
     o Ben Dungan will replace Leah Mackey on this committee.

   • Mini-Grant
No report.

- **Altrusa Award**
  - No report.

- **Staff Excellence Award**
  - No report

- **Staff Development**
  - Since the college closes at 4:00 p.m. on Tuesday, October 11, Adele Earls reported a slight change in the plans that day. Denise Ryan, the featured speaker, will give her presentation twice on Oct. 11. She will present from 9:00 a.m. – 12:00 p.m. and again from 12:30 – 3:30 p.m. The event will be held in the new Robinson Classroom Building (RCB). Her committee is brainstorming a marketing strategy for the event. She also reported that we may need to solicit donations for baked goods. Doug Bradley suggested that we take advantage of some of the video clips on Ms. Ryan’s website to help promote her appearance.

---

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

**Executive Council Update**
- Dr. Linda Greer gave an update from Executive Council:
  - Revisions to Staff Senate Constitution/By-Laws
    - The revisions to the Staff Senate Constitution/By-Laws were approved by the Executive Council August 8 2011. The revisions will go to the Campus Affairs Committee on August 22 for review and approval.
  - Emergency Crisis Chart Update
    - The Emergency Crisis Chart will be updated, and the name will be changed to Emergency Response Chart, which will include crisis cards.

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

- **Board of Trustees Meeting**
  - No report

- **Tobacco-Free Initiative**
  - No report

- **Nominations/Elections**
No report

V. UNFINISHED BUSINESS

SACS

- Doug Bradley is serving on the SACS Transportation Sub-committee. He will let us know if Staff Senate needs to serve in any capacity there. On a related note, the QEP Kickoff will be held on August 19. Dr. Greer suggested that senators wear their Staff Senate shirts.

VI. NEW BUSINESS

Secretary Elections

- Melanie Hoyle was unanimously elected as Staff Senate Secretary for a two-year term.

2011-12 Goals/Objectives

- The Staff Senate took time to brainstorm goals and objectives for the coming year. The following goals and objectives were identified:
  - revamp staff development day
  - participate in 2 college-sponsored events
  - collaborate/partner with Faculty Senate
  - raise awareness of Staff Senate
  - develop a process in which the college announces births, deaths, weddings, etc.
  - look at the cost/benefit analysis of the summer schedule
  - develop a way to acknowledge staff members who offer good customer service
  - improve communication across all three campuses
  - staff picnic with family members
  - do something to recognize veterans on Veteran's Day
  - staff senate postcards to a) to staff senate and b) to all staff members
  - smiles/motivational surprises w/ staff senate
  - QEP-related support

- The Staff Senate will prioritize these in order of importance at our next meeting.

Proposed Meeting Schedule

- Due to work commitments, Doug Bradley suggested we look at finding a new meeting time for future meetings. Doug agreed to send out an email of proposed days/times that he is available.
VII. ANNOUNCEMENTS

- No announcements were made.

VIII. ADJOURNMENT

- The meeting was adjourned at 2:57 p.m.