MINUTES OF THE MEETING
STAFF SENATE
Thursday, December 13, 2012
Dallas Campus, DSC 222
Prepared by: Melanie Hoyle

Members Present: Doug Bradley, Josh Crisp, Harriet Dameron, Ben Dungan Adele Earls, Dr. Linda Greer, Melanie Hoyle, Dr. Karen Less, Christian Smith

Members Absent: Sherry Carpenter, Joyce Crumpton, Jeannie Horton, Stephanie Lutz, Nichole Malloy, Beverly Murphy

I. CALL TO ORDER

- The meeting was called to order at 10:01 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The November minutes were approved as written

III. STANDING COMMITTEE REPORTS

Adele reminded everyone to write down a brief description of what they do on each committee. That will help new members get up to speed more quickly in the future.

- New Staff Member Welcome
  - Two new staff members were hired. They were as follows:
    - Jay Crutchfield (Web Developer – BioNetwork Learning Solutions Center)
    - Scott Hirshman (Production Director / On-Air Announcer-WSGE Radio)
  - We also had two staff position changes:
    - Jenna Deal (Learning Center Specialist-LC, 9 Month)
    - Danny Sorrells (Supervisor Maintenance)

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - The GC Social Committee wrapped up the year with the holiday luncheon last Friday. They received a lot of positive feedback especially on the decorations.
• **Mini-Grant**
  o No report

• **Altrusa Award**
  o No report

• **Staff Excellence Award**
  o Committee requested that all staff members read over the interview questions and offer suggestions on new questions that might help us be more in line with questions at the state level. By making interview questions more in line with state level questions we hope to make it a little easier on the winner to get their nominations ready to send to the state level competition.

• **Staff Development and Training Needs**
  o No Report

• **Health Promotion Committee**
  o Every Step Counts wraps up December 17
  o Total Wellness Week and Managing Stress Program both wrapped up recently
  o Committee is looking to promote a 5k next year
  o Committee is trying to build partnerships with businesses in the business park next to the college to promote healthy work environments

• **Nomination Committee**
  o Committee will start March 1 identifying staff senate nominees for next year.

• **Marketing Committee**
  o Articles were provided to Emily Dalton for Inside Gaston to promote Staff Senate.

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V. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**
  o Meg McElwain of Magnolia Marketing provided an update to the Executive Council in November. Achievements since the project was started in April include: (a) completion of 112 PIFS, with an average completion time of ten business days; (b) over 80 advertise-ments designed and placed; (c) over 1,000 photos taken and uploaded to Resource Space, (d) nine Newspaper in Education pages designed with Gaston College as the lead brand, and (e) the creation of a variety of templates for faculty and staff to use at their desks.
Tonia Broome and Karen Duncan provided an update on SAIL (Strengthening Academic Internet Learning), which was the College’s QEP. Wave One of the QEP is complete, with all 36 courses submitted being SAIL Certified.

A request was made to open a Food Bank for students, which could start in the TRIO area and then branch out to Campus. Donations could come from students, faculty, staff, and the community. More information is needed before a decision can be made; therefore more research will be completed regarding storage issues, acceptable items, and soliciting feedback from other colleges and community organizations that operate food banks.

The Council approved the addition of a Professional Development budget to the College’s overall budget for next year.

The Walking Routes presented by the Health Promotions Move More Subcommittee were reviewed and discussed. It was suggested that the GC logo be spray painted on the road and/or sidewalk to identify routes. The plan is to identify and mark routes on the Lincoln and Kimbrell Campuses in the future. The subcommittee also proposed that Stairwell Initiative posters be placed in various places in all of the Campus buildings.

**President’s Cabinet Meeting Update**

No report

**Board of Trustees Meeting**

- Special meeting – Mr. Dalpiaz, trustee emeritus, attended
- Presentation by Persistence and Retention, John Erickson, Lynn Dellinger, Dr. Kim Van Wie and Sherry Sharpe presented. They shared retention data, statistics on Year 3 of the Title III grant, updates on the TRiO program and the success of the Early Alert program. Lastly, a community resource handbook was presented to each board member. This is a comprehensive booklet available for staff and faculty to better provide alternatives to our students and their families. It is available in hard copy (via Sherry Sharpe) and also online at: http://www.gaston.edu/gaston/studentresources/persistence_retention/Fall_2012_2013_GC_Resource_Handbook.pdf.
- BioEd Center was renamed Learning Solutions Center.
- Dr. Skinner gave an Achieving the Dream update. The Student Success Summit was well received. She is looking forward to taking the data and feedback to the committee next semester.
- Lena Sue Beam is operational. Boiler Room renovation is waiting for windows and door too be delivered completed.
- No meeting until March – they have their retreats.
• Achieving the Dream
  No report

• VP Update
  No report

VI. UNFINISHED BUSINESS

A. Goals and Objectives Update

1. Customer Service Campaign – No Report

2. New Staff Mentoring Program
   Christian, Harriett and Melanie met with Heather Woodson to get an idea of what Faculty do for their orientation for new faculty members. Committee is still compiling a list of information to put into a packet.

3. Open House for Faculty/Staff
   Committee felt that if everyone does an open house at same time it would be hard for most staff members to enjoy it because they would be working to promote their areas. They are considering highlighting a different area/building each month so everyone would get to go to other areas to learn what is offered thereby increasing their knowledge of the whole campus. Someone also suggested have an electronic open house update (pictures/information) so those that could not attend would still have the opportunity to be informed.

4. Faculty/Staff Relations
   Committee is working on some kind of team building between Faculty/Staff. A possibility is using the Fire training area.

5. Centralized Training Calendar – No Report

B. Update on Retirees Request
   Adele to take to HR and will follow up the first of the year.

VII. NEW BUSINESS

A. New Staff Senate Member

   Gary Johnson has agreed to fill the vacant Staff Senate position. Mr. Johnson received enough votes in June to be next in line for a seat on Staff Senate. He will start filling this position at the January 2013 meeting.
VIII. ANNOUNCEMENTS

A. College will be closed for the Holidays from December 20, 2012 through January 1, 2013
B. Staff Senate Meeting – January 17, 2013
C. Martin Luther King Holiday – College Closed – January 21, 2013
D. Staff Excellence Award Announcement goes out February 4, 2013

VIII. ADJOURNMENT

The meeting was adjourned at 10:52 a.m.