MINUTES OF THE MEETING
STAFF SENATE
Friday, January 13, 2012
Dalpiaz Building, Room # DSC 222
Gaston College | Dallas, NC
Prepared by: Melanie Hoyle

Members Present: Doug Bradley, Joyce Crumpton, Harriet Dameron, Ben Dungan, Adele Earls, Dr. Linda Greer, Melanie Hoyle, Dr. Karen Less, Leah Mackey, and Conrad Martin

Members Absent: Renee Adams, Sherry Carpenter, Jeannie Horton, Stephanie Lutz, Jody Mosteller, Christian Smith

Others Present:

I. CALL TO ORDER

- The meeting was called to order at 10:02 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The December minutes were approved as written.

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  - The college has hired one new staff member.

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - The social committee is working on the Gaston College Employee Appreciation luncheon coming up April 20, 2012.

- Mini-Grant
  - No report
• **Altrusa Award**
  o No report.

• **Staff Excellence Award**
  o There is no word yet from the systems office on Debbie Sigmon’s nomination
  o The timeline on this year’s Staff Excellence Award will need to be moved up a week to accommodate getting the winners plaques complete in time for the Employee Appreciation luncheon on April 20, 2012. Announcements will go out February 6. The deadline for nominations will be March 14. The April Staff Senate meeting will be moved to March 30 at 10:00 am to conduct interviews.

• **Staff Development**
  o Certificates for the Staff Development day training have been made and are in Dr. Dellinger’s office for his signature and will be distributed from there.

---

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

• **Executive Council Update**
  o **Core Team Membership**
    Membership of the Information Technology cross-functional Core Team was reviewed to assure that key areas of the college were adequately represented.
  o **Strategic Marketing Plan**
    The development of the College’s Strategic Marketing Plan continues to progress. A request process for marketing as well as Branding Guidelines were developed by Magnolia Marketing and reviewed by Executive Council for feedback and approval.
  o **Additional Writing Center**
    Executive Council approved the development of a Writing Center on the Kimbrell Campus, which was recently opened.
  o **Center for Advanced Manufacturing (CAM) Proposal**
    A proposal to renovate the Pharr Trade and Industrial Building to transform it into a Center for Advanced Manufacturing was discussed and feedback provided. The next step will be for Dr. Skinner to make a presentation at the County Commissioner’s February 9 Work Session to provide an update regarding capital improvement projects and to request their release of approximately $3.3 county bond monies to help fund the CAM project.

• **President’s Cabinet Meeting Update**
  No Report – Meeting moved to February 20

• **Board of Trustees Meeting**
  No Report
V. UNFINISHED BUSINESS

- Proposal to Executive Council for New Summer Hours (36 hours)
  No Report
- Staff Senate Constitution Revision/Updates
  - Changes to the constitution were reviewed and approved as submitted
  - Doug will present the changes to the Executive Council on January 24
- Planning of General Staff Meeting
  - General Staff Meeting will be February 29 starting at 10:00 am
  - The theme will be “Taking the Leap with Staff Senate” (since it is Leap year)
  - The agenda for the meeting will include: reviewing the goals of Staff Senate, promoting the Staff Excellence Award, recruiting for the upcoming Staff Senate elections, a 10-minute update on the Smoke Free campus that went into effect January 1.
  - Staff Senate members are working on getting door prizes for this meeting
  - Refreshments will be served (Klondike Bars, Hot Chocolate, Popcorn)
- Health Promotion Committee Representative
  - Adele Earls volunteered to be the staff senate representative on this committee

VI. NEW BUSINESS

- Run for the Money
  - This event will be held April 21, 2012 starting at 8:00 am
  - Doug, Ben and Adele will represent Staff Senate at this event
- Staff Senate Picture
  - We will have a Staff Senate picture made at the February Staff Senate meeting.
  - It is requested that everyone wear their Staff Senate shirts to the February meeting

VII. ANNOUNCEMENTS

- Employee Appreciation Luncheon – April 20, 2012
- Gaston College Scholarship Foundation will go live with STARS on January 20. This program is to help students find scholarships. Contact Adele for more information.

VIII. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.