MINUTES OF THE MEETING
STAFF SENATE
Thursday, January 15, 2015
Dallas Campus, Myers Center, Boardroom
Notes taken by: Carol Faust
Minutes prepared by: Christian Smith

Members Present: Helene Burnham, Calvin Craig, Emily Dalton, Harriet Dameron, Jenna Deal, Carol Faust, Missy Fox, Travis Hogue, Joe Issa, Cynthia McCrory, Kent Spitler, Johnny Wong

Members Absent: Jenell Barnett, Josh Crisp, Debra Hissom, Christian Smith

I. CALL TO ORDER

- The meeting was called to order at approximately 10:04 a.m.

II. APPROVE MINUTES FROM PREVIOUS MEETING

- The minutes from the December meeting were approved.

II. STANDING COMMITTEE REPORTS

- New Staff Member Welcome (Christian Smith)
  - Andrew Hill, Production Director/On-Air Announcer – WSGE Radio

- Staff Development & Training Needs and Calendar Committee (Carol Faust)
  - The next meeting will be held on February 19th.

- Staff Senate Social Committee (Helene Burnham, Joe Issa)
  - Thanks to Helene and Joe for organizing the December meeting.

- Gaston College Social Committee (Emily Dalton)
  - The next meeting will be held on January 21st when the committee will review the Holiday Event and begin planning the Employee Appreciation Luncheon.

- Altrusa Award (Missy Fox)
  - No report

- Staff Excellence Award (Josh Crisp, Harriet Dameron)
  - Harriet will be sending out additional reminders for nominations.
• Health Promotion Committee (Helene Burnham, Kent Spitler)
  o No Report

• Nomination Committee (Jenna Deal, Johnny Wong)
  o Jenna is looking at doing some targeting campaigning. She intends to review the nominees of the “You Rock” awards to see determine the repeat nominees and possibly contact them personally to see if they are interested in running for Staff Senate.

III. SPECIAL & AD HOC COMMITTEE REPORTS

• Executive Council Update

  January 13 Executive Council Meeting

  o Dr. Dellinger presented highlights from a power point presentation from the SACSCOC conference held in December related to fifth year interim reports. Our fifth year report will be due Sept. 15, 2017. Much of the work to prepare for it will be in 2015-16. Dr. Dellinger will present an overview of the fifth Year interim report to faculty and staff this spring.
  o Dean Michelle Byrd presented a program summary for the Business and Information Technology Division.
  o Dr. Husain presented a spring enrollment update. FTE is down 4.7% as of today. This decline is in line with the expected decline of 5-7% due to implementation of DRE this spring. Dr. Husain expressed her gratitude to her staff and to all those who have worked so hard to improve enrollment this spring.
  o Dr. Husain presented revised language to be included in the 2015 catalog and other publications regarding catalog of record, clarifying to students that effective fall 2015 students declaring majors in AA and AS programs must complete the new requirements of the August 2014 Comprehensive Articulation Agreement and may not revert to previous catalog requirements.
  o Dr. Husain provided an update on progress in completing the new TRIO grant application, which is due Feb. 2. Lynn Dellinger has completed a draft and Luke Upchurch is working with her to refine and finalize.
  o Dr. Husain reported on the work of a cross-functional team that is reviewing performance measures reporting and investigating ways to refine our data reporting to ensure we are reporting accurate data.
  o Dr. McElhoe reported that ExMed is ending their agreement with Gaston College. He also reported that Feb. 12 there will be a Lincoln Career Fair at Aptar.
  o Julia Allen reminded everyone that the Legislative Breakfast will be this Friday, Jan. 16 at the Lincoln Campus. She also reported that Golden Leaf will have a site visit the second week of February to review Pharr progress.
  o Cynthia McCrory reported that a certificate of occupancy was received for the interior portion of Pharr from Gaston County on Dec. 23 for Pharr Phase I project. We are working to finalize the documentation required by State Construction to get final clearance from them to utilize the space.
• President’s Cabinet Meeting Update  
  o No Report

• Board of Trustees Meeting  
  o No Report

• Student Success Initiative (AtD)  
  o No Report

VI. GOALS UPDATE

• Customer Service (Helene Burnham, Harriet Dameron, Debra Hissom)  
  o No Report

• Virtual Open House/Tour (Jenna Deal, Travis Hogue)  
  o Jenna will be working on soon (after Tech Services completes the implementation of the new student login)

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

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

• Staff Senate/50th Anniversary Celebrations (Josh Crisp, Helene Burnham, Emily Dalton)  
  o Emily reported that there are two Alumni Speakers planned for February and March. Tracy Philbeck will be speaking in February and Ginny Stoltz in March. Leonard Hamilton will be speaking at Commencement as well as the gala planned for the following day. Jenna Deal asked if the Alumni Speaker Series is recorded, and if not, if it could be. She knows of several students from the Lincoln campus that would like to attend but are not able to be here. Emily Dalton will check to see if this is an option. Cynthia McCrory stated that the hope is to have a live feed of the commencement this year since it will be held earlier than usual.

VIII. ANNOUNCEMENTS

• Next Staff Senate Meeting – February 12th – 10:00 a.m. – MC Boardroom  
• General Staff Meeting – April 8th – 2:00 p.m.–3:00 p.m. – MC Multipurpose Room  
• Staff Senate shirts are in – you can pick up your shirt from Josh Crisp. If you need to exchange the size, please contact Jenna.

VIII. Adjournment

• The meeting was adjourned at approximately 10:21 a.m.