MINUTES OF THE MEETING
STAFF SENATE
Friday, March 9, 2012
David Belk Cannon, Room # DBC 180
Gaston College | Dallas, NC
Prepared by: Melanie Hoyle

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

Members Absent: Renee Adams, Stephanie Lutz, Jody Mosteller, Christian Smith

Others Present:

I. CALL TO ORDER

- The meeting was called to order at 10:05 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The February minutes were approved as written.

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  - The college has hired one new staff member – Wes Landrum, Director of Facilities Mgmt

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

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

- Mini-Grant
  - They had 7 mini-grant proposals. 5 got approved for funding.
• **Altrusa Award**
  o No meeting yet.

• **Staff Excellence Award**
  o A reminder email was sent out to the campus regarding this year’s Staff Excellence award. The “commercial” that was played at the General Staff meeting was attached. The deadline for nominations to be turned in to VP’s will be March 14, 2012.

• **Staff Development**
  o The General Staff meeting had a good attendance – 76 total attendees. Survey Monkey results will be discussed later in the meeting.

• **Health Promotion Committee**
  o Planning for Total Wellness Week (Fall 2012) is beginning. Some preliminary ideas are flu shots, students taking blood pressure and other health indicators, highlight the NC health plan benefits (like wellness coaches, online resources, nutritionist, etc.), highlighting our gym services (sample classes, personal training sessions, etc.?) Please let Adele know if you have additional ideas.
  o 32 people have signed up for the 20 Days to a Better You.
  o The Health Promotions Committee were recipients of a mini-grant for WalkSTARS – a $1500 proposal to mark walking trails on all three campus (including mileage) as well as start-up kits and incentives for participants to engage in wellness activities. Dr. Karen Less and Dr. Sharon Starr drafted the proposal which was presented and awarded recently.
  o The next Health Promotions Committee meeting is April 16th at 2:00 pm.

### IV. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**

  **Proposal Regarding Reduced Summer Hours**

  The Executive Council is still collecting data and reviewing the possibility of reduced summer hours effective Summer 2012. Once a decision is made, a memo will be sent out to Campus regarding work and operating hours of the College for the summer.

  **Marketing/Public Relations Function**

  Effective March 1, 2012, the Marketing/Public Relations function began reporting to the VP for Economic and Workforce Development, but will continue to serve the entire college. A new approval process and guidelines for the use of the College Logo are being developed and will be distributed and implemented campus-wide in April.
Staff Survey Follow-up

In response to concerns stated in the recent staff survey, the HR Director and Controller will be invited to upcoming meetings to discuss some of the concerns related to their areas.

- President’s Cabinet Meeting Update

Textures and Tones – a proposed annual celebration of arts, music, performance and literature is being planned for April 23-28, 2012. Festival would be open to students, faculty, staff and community members.

An open house for all pre-health students will be held on March 16 from noon – 2:00 pm in the David Belk Cannon building.

At the end of April, there will be a series of training sessions for faculty and staff about the new Gaston College branding guidelines, publications requests, etc.

Ms. Sylvia Bajorek is retiring. Her last day is April 30, 2012.

An e-procurement software transition is planned for the end of the fiscal year. The implementation will make processing purchases more difficult toward the end of the year. Purchasing plans to cut off new orders in mid-May as has been the custom in prior years. They may be less able to accommodate exceptions depending on how the transition moves forward.

Current forecasting models from the System Office predict a funding reduction of two to three percent for Gaston College. The decline in funding is driven by legislative changes and enrollment decreases.

There will be a Commuter Appreciation Day on March 16, 2012. Spring Fest is set for April 12th on the Dallas Campus (9:00 am – 3:00 pm), April 18th for Lincoln Campus (9:00 am – 1:00 pm), and April 19th for Kimbrell Campus (4:0 – 8:00 pm.)

Retirement Information Sessions (NC State Retirement System) scheduled for March 21, 2012.

Annual Gaston College Benefits Fair scheduled March 22, 2012 from 10:00 am – 2:00 pm.

- Board of Trustees Meeting

Did not meet
V. UNFINISHED BUSINESS

- Proposal to Executive Council for New Summer Hours
  - HR is currently working to compile data for the Executive Council on this topic. All information that was collected by this committee was turned over to them.
- Staff Senate Constitution Revision/Updates
  - Revisions/Updates are ready to send out on Survey Monkey for staff approval.

VI. NEW BUSINESS

- Survey Monkey Results from Staff
  - Survey results were shared with all staff senate members. There was a variety of topics of concern from staff members including: raises, insurance, volunteering, training, college spending, tobacco free campus issues, hiring practices, and summer work hours. Staff Senate is reviewing this list and looking at ways we can address each concern even if we can only be an advocate voice for staff as a whole. Dr. Greer reminded staff senate of Policy 3-22 that states that “The College will not respond to anonymous letters or complaints.” The senate discussed this and felt that since this was a survey monkey designed to obtain feedback from staff then we could pursue getting answers to these topics even though they were obtained anonymously. Most topics we don’t have the authority to do anything about but Staff Senate can be a voice for staff to management. The Survey monkey results were forwarded to HR and Dr. Greer for Executive Council review. It was decided to send an email out to all staff letting them know we heard their concerns/opinions and are pursuing whatever avenues we have to get answers for them. There is a wide variety of topics so this will be an ongoing task for Staff Senate. Communications will be sent out to all staff as we get answers/feedback to these issues. Also staff members may read the Staff Senate minutes to keep up with the progress.
- Concern about Student Activities in CET Breezeway
  - A concern was brought to the attention of Doug Bradley about student activities at various times during the day in the CET breezeway. Students sometimes get too loud and disrupt classes that are taking place down the hall. After a brief discussion it was felt the concern should be forwarded to Dr. Husain.

VII. ANNOUNCEMENTS

- A Presentation on “Empowering Students: A Framework for Understanding Economic Diversity will be presented by Dr. Bethanie Hamlett Tucker on Monday, March 12 in the David Belk Cannon Auditorium at 8:30 and again at 12:30.
- Employee Appreciation Luncheon – April 20, 2012
- Run for the Money – April 21, 2012

VIII. ADJOURNMENT

The meeting was adjourned at 11:15 a.m.