MINUTES OF THE MEETING
STAFF SENATE
Thursday, November 13, 2014
Lincoln Campus, Room 218
Prepared by: Christian Smith

Members Present: Jenell Barnett, Helene Burnham, Josh Crisp, Harriet Dameron, Jenna Deal, Carol Faust, Travis Hogue, Christian Smith, Johnny Wong

Members Absent: Calvin Craig, Emily Dalton, Missy Fox, Debra Hissom, Joe Issa, Cynthia McCrory, Kent Spitler

I. CALL TO ORDER

• The meeting was called to order at approximately 10:06 a.m.

II. APPROVE MINUTES FROM PREVIOUS MEETING

• The minutes from the October meeting were approved.

II. STANDING COMMITTEE REPORTS

• New Staff Member Welcome (Christian Smith)
  o Tim Greene-Assistant Program/Music Director, WSGE Radio
  o Luke Upchurch-Director, Grants and Special Projects

• Staff Development & Training Needs and Calendar Committee (Carol Faust)
  o The Staff Professional Development guidelines were presented at the last PDTF (Professional Development Task Force) meeting. The proposal has the PD process tied to the annual performance appraisals. The timeline for implementing this is in discussion but may begin as early as June and phased in over the next few years. The proposal includes a PDP plan, which will be required annually for Staff just as it is for faculty, with the supervisor and staff members collaborating on the plan.
  o Classes are being developed in the LMS (Learning Management System) with preparation for roll-out including online Harassment Awareness and Title 9 classes already completed. Michele Avendano is working on putting a new hire orientation on the LMS. If there are classes that you would like to see, please let me know and I can forward suggestions to the PDTF. Human Resources have been looking at the performance appraisals that were just completed to see what classes may be needed in 2015.
- **Staff Senate Social Committee (Helene Burnham, Joe Issa)**
  - Helene and Joe will arrange refreshments for the Staff Senate meeting in December.

- **Gaston College Social Committee (Emily Dalton)**
  - No Report

- **Altrusa Award (Missy Fox)**
  - No report

- **Staff Excellence Award (Josh Crisp, Harriet Dameron)**
  - The Committee will begin soliciting nominations for the Staff Excellence Award in January.

- **Health Promotion Committee (Helene Burnham, Kent Spitler)**
  - No Report

- **Nomination Committee (Jenna Deal, Johnny Wong)**
  - No Report

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III. SPECIAL & AD HOC COMMITTEE REPORTS

- **Executive Council Update**

  **November 4 Executive Council Meeting**

  - Mr. Bruce Cole reviewed the breakdown of the methods students choose to make tuition payments, based on a review of Fall 2014 payments received. Fifty-three percent of students paid with Financial Aid awards, fifteen percent paid using the FACTS payment plan, twenty-two percent made payments through WebAdvisor (online), three percent mailed in checks and the remaining seven percent (approximately 385 students) paid at the Cashier window or by telephone. This confirms that our students are not waiting in line to make tuition payments, since very few walk up to the Cashier window.

  - Ms. McCrory and Mr. Cole gave an update on the current year budget. Because state wide revenue receipts are below projections, as are tuition payments, the system office forecasts that a 2% budget reversion will be required in December. This means that Gaston College will need to return approximately $606,000 of state budget funds, which will be made up with self-supporting funds.

  - Dr. Ammons, Dr. Dellinger and Dr. Clay provided an update on the Achieving the Dream coach’s visit at the end of October. Generally, the coaches were impressed with our progress to date on our use of data in attaining our goals to improve student success and completion.
• Reports by EMSI on the economic impact that Gaston College has on its service region were presented by Dr. Dellinger, Dr. Clay and Ms. Allen. Overall, for 2012-13, Gaston College and its students added $250.9 million in income to the Gaston College service area, which represents approximately 3.1% of the region’s Gross Regional Product. A summary fact sheet draft of the report is attached. This economic impact information is very helpful when applying for grants and in working with legislators and local leaders.

• Dr. Husain reported that Student Affairs will reactivate the use of the term Admissions instead of Enrollment Management in their position and department titles, since students were not clear that Enrollment Management included Admissions.

• Dr. Husain reported that a new DRE placement test will be implemented in March 2015 that will require 3.5 hours of testing per student. The Testing Center operating hours and schedule may need to be adjusted to accommodate this new test.

• President’s Cabinet Meeting Update
  o No Report

• Board of Trustees Meeting
  o No Report

• Student Success Initiative (AtD)
  o The Student Success Team met with the AtD Coaches on October 27, 2014.
  o The group reviewed the results from the Summary of Principle Assessment. It was noted that most responses were from Administrators, Faculty, and Staff. Not many students completed the survey.
  o The coaches commended the group for all their and the College’s efforts. It was noted that the College should make the Community more aware of all the wonderful things the College offers and does for the Community.

VI. GOALS UPDATE

• Customer Service (Helene Burnham, Harriet Dameron, Debra Hissom)
  o Emily Dalton was the winner of the parking spot for November.
  o There were 32 nominations submitted in October.

• Virtual Open House/Tour (Jenna Deal, Travis Hogue)
  o No Report

• Staff/Student Relations (Jenell Barnett, Jenna Deal, Travis Hogue, Christian Smith)
  o Members from the group met with Renita Johnson, Coordinator of Student Activities. There are definitely plenty of opportunities for Staff to get involved with Student Activities.
  o The Committee will meet to discuss a plan of how to initiate staff involvement in student activities.
• Faculty/Staff Relations (Josh Crisp, Jenna Deal, Christian Smith)
  o No Report

• Staff Senate/50th Anniversary Celebrations (Josh Crisp, Helene Burnham, Emily Dalton)
  o Josh encouraged the Senate to partake in the 50 for 50 Community Service initiative.

VII. NEW BUSINESS

• The Staff Senate meeting scheduled for January 8th has been rescheduled for January 15th. It was decided to reschedule since January 8th is the last day of student registration and many Senators will be busy with registration.

• It was suggested to revise the Staff Senate Constitution to allow earlier nominations for new Staff Senators so that they may be nominated and elected before the last Staff Senate meeting of the fiscal year. It would be ideal to have the newly elected Senators attend the last meeting of their predecessors so that the new Senators can have an idea of how Staff Senate operates before the new Senator’s official term starts. Jenna will draft the changes and begin the approval process of revising the constitution.

VIII. ANNOUNCEMENTS

• No-Cost Yard Sale – November 21st – 8:00 a.m.-3:00 p.m. – MC Multipurpose Room
• Faculty/Student Break – November 26th – College Closes at 1:00 p.m.
• College Closed – November 27th-28th
• Next Staff Senate Meeting – December 11th – 10:00 a.m. – MC Boardroom
• General Staff Meeting – April 8th – 2:00 p.m.–3:00 p.m. – MC Multipurpose Room

VIII. ADJOURNMENT

• The meeting was adjourned at approximately 11:10 a.m.