MINUTES OF THE MEETING
STAFF SENATE
Thursday, August 9, 2012
Dallas Campus, DBC 180
Prepared by: Adele Earls

Members Present: Doug Bradley, Joyce Crumpton, Jeannie Horton, Beverly Murphy, Ben Dungan, Harriet Dameron, Sherry Carpenter, Christian Smith, Dr. Karen Less, Adele Earls

Members Absent: Stephanie Lutz, Nichole Malloy, Josh Crisp, Joy Armour, Melanie Hoyle, Dr. Greer

I. CALL TO ORDER

• The meeting was called to order at 9:50 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

• The June and July minutes were approved as written.

III. STANDING COMMITTEE REPORTS

• New Staff Member Welcome
  - Ms. Julia Allen, Chief Development Officer / Executive Director, Gaston College Foundation, is our newest employee. Harriet will take her the Dairy Queen card. We also signed a new postcard for the 2012-2013 Senate.

• Calendar Committee
  - No report

• Staff Senate Social Committee
  - No report

• Gaston College Social Committee
  - The next event will be the August 17, 2012 Welcome Back Luncheon from 11:00 am – 1:30 pm. The event is a drop-in and will be held in RCB 126.
  - Staff Senate members are asked to wear their tee shirts.

• Mini-Grant
  - Karen Less attended the meeting on July 17, 2012. The meeting had two proposals for review. One proposal was for the SCIvisit. The committee requested that a request be taken to the Executive Council if SCIvisit was deemed to be an annual event. The other proposal was an equipment request. It was sent back to the requester to look into additional funds in their own department first.

• Altrusa Award
  - No report
• **Staff Excellence Award**
  - No report

• **Staff Development/Training**
  - The committee has not met. They are waiting for dates/times to launch the first training sessions which will be focused on travel documentation and computer communication/etiquette.

• **Health Promotion Committee**
  - Next meeting is Sept 10th. We'll bring our exercise video suggestion to the larger group. The 3 sub-committees for Health Promotions will all have information tables at the Welcome Back Drop-In Luncheon on August 17, 2012.

• **Nomination Committee**
  - No report

• **Marketing Committee**
  - The description of the new committee was reviewed.

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IV. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**
  - Dr. Greer was absent. No report sent forth.

• **President’s Cabinet Meeting Update**
  - No report – Next meeting is September 27th

• **Board of Trustees Meeting**
  - No meeting – Next meeting is Monday, Aug 27th – Adele Earls will attend on behalf of Staff Senate

• **Achieving the Dream (AtD)**
  - Adele Earls attended the most recent meeting held on August 7, 2012. The AtD coaches were there sharing their goals and visions with the core team about how to proceed in the coming months and years. AtD is all about using data in meaningful ways to form initiatives to engage student success. The #1 goal is student success. The data team will look at longitudinal and disaggregate data to help identify achievement gaps in our student population and to drive the initiatives that will be created and submitted in Spring 2013.

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V. UNFINISHED BUSINESS

A. **VP Elections**
  - A unanimous vote has elected Joyce Crumpton, Persistence and Retention, Student Success Counselor / Title III, as the Vice President/ President-Elect. Congratulations Joyce!
B. Regular Meeting Dates for 2012-2013
- The second Thursday of each month at 10:00 am was decided upon for our meetings. We will send out a list of dates/locations as soon as possible. The next meeting is on September 13, 2012 at 10:00 a.m. Location TBD.

C. Centralized Training Calendar for the College
- Ben Dungan had news to share from Emily Dalton. Emily agreed to publish the training dates in Inside Gaston for us. Staff Senate discussed ways that we would collect the information to give to Emily. The discussion lead to understanding the complexity of the issue and that there would need to be designated people from each Division who gathered the info to be funneled to one source to then share with Emily. Sherry Carpenter reported on the new Microsoft Outlook and its calendaring capabilities. There may be an opportunity to use Outlook as a central calendar in the future. Adele Earls will speak with Human Resources (Todd Baney) about the idea of a centralized training calendar and how it could possibly be implemented. It was mentioned that a future core group to sit and discuss the logistics might be a representative from Faculty Senate, Staff Senate, HR and SGA.

VI. NEW BUSINESS
A. Committee Assignments
- Each Senator is encouraged to take on at least one committee role. (Members absent at the August meeting will be contacted to confirm if they are comfortable with committee participation.) The 2012-2013 committee members are:
1. Calendar Committee – Jeannie Horton
2. Altrusa Award Committee – Sherry Carpenter
3. Mini-Grant Committee – Dr. Karen Less
4. Social Committee (Internal) – Harriet Dameron; Jeannie Horton; Beverly Murphy
5. Social Committee (College-wide) – Ben Dungan
6. Nomination Committee – Doug Bradley, Ben Dungan, Stephanie Lutz; Nichole Malloy
7. Staff Development/Training Committee – Doug Bradley, Karen Less; Jeannie Horton; Sherry Carpenter; Joyce Crumpton
8. Staff Excellence Committee – Melanie Hoyle, Harriet Dameron; Josh Crisp
9. New Staff Member Welcome Committee – Christian Smith
10. Health Promotion Committee – Beverly Murphy
11. Marketing Committee – Joy Armour; Nichole Malloy; Adele Earls; Melanie Hoyle

B. Name Tags
- We will order magnetic name tags for all Staff Senate Senators through Human Resources. The contact person is Jayme Exton. The name tags cost $8.50 each and will come out of the Staff Senate budget. Adele Earls will submit names to HR.
C. Goals and Objectives for 2012-2013
- The Staff Senate has a wonderful brainstorming session for our 2012-2013 goals and objectives. The Senate will finalize our 2012-20313 goals in the September meeting. After each of the ideas was presented, similar ideas were divided into categories. Those categories are:
  o Open House/Orientation
  o Training & Centralized Training Calendar
  o Increased Involvement with Faculty Senate
  o Increase Awareness of the Staff Senate
  o Involvement with college-sponsored activities
  o Customer Service Campaign
  o New Staff Member Mentoring Program
  o Annual Survey to the Staff

VIII. ANNOUNCEMENTS
1. Welcome Back Drop-In Luncheon – August 17, 2012
2. Beach, Rhythm and Blues – August 25, 2012: Ben Dungan mentioned that WSGE was looking for about 12 more volunteers. Interested people can contact Daughtry Hopper directly (or tell Ben as well.)
3. September 3, 2012 – College Closed for Labor Day Holiday

VIII. ADJOURNMENT
The meeting was adjourned at 11:12 am.