MINUTES OF THE MEETING
STAFF SENATE
Thursday, June 14, 2012
Lincoln Campus, Room LC 218
Prepared by: Melanie Hoyle

Members Present: Doug Bradley, Harriet Dameron, Ben Dungan, Adele Earls, Dr. Linda Greer, Melanie Hoyle, Dr. Karen Less, Stephanie Lutz, Conrad Martin and Christian Smith

Members Absent: Renee Adams, Sherry Carpenter, Joyce Crumpton, Jeannie Horton, Leah Mackey, Jody Mosteller

I. CALL TO ORDER

- The meeting was called to order at 1:35 p.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The May minutes were approved as written

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  o No new Staff Members

- Calendar Committee
  o No report

- Staff Senate Social Committee
  o No report

- Gaston College Social Committee
  o The next event will be the August 17, 2012 Convocation.

- Mini-Grant
  o No report

- Altrusa Award
  o No report
• **Staff Excellence Award**
  - The timeline for next year’s Staff Excellence Award will have to be moved up because the Employee Appreciation event will be on April 5.

• **Staff Development**
  - No Report

• **Health Promotion Committee**
  - Next meeting will be June 25

• **Nomination Committee**
  - Upcoming Staff Senate elections start June 21. There are six 2 year terms that need to be filled and also two 1 year terms. The top vote getters will fill the 2 year terms.

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

• **Executive Council Update**
  - No meeting to report

• **President’s Cabinet Meeting Update**
  - No meeting to report

• **Board of Trustees Meeting**
  - No meeting – Next meeting is Monday, June 18

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**VI. UNFINISHED BUSINESS**

• **Staff Senate Sub-Committee on Training**
  - Survey Monkey results for training where broken down into 3 categories.
  - Category 1 was training that could be offered quickly (within the next 6 months): Travel Requests/Paperwork, Microsoft Applications, Understanding Budgets, WebAdvisor, Email Communications
  - Category 2 was training that would take a little longer to offer (6 months to 1 year): CPR/First Aid, Improving Teamwork, Integrating Technology into Classroom, Monarch, Leadership, Datatel
  - Category 3 was other training that was in the process of being provided or has already been provided: e-Procurement (Purchasing), Marketing/Branding (done), GroupWise (Outlook)-Tech Services, Hiring/NovusHR(HR), Performance Management Topics, Diversity (HR)
It was also suggested that some sessions could be taped for later viewing by new employees.

VII. NEW BUSINESS

- Centralized Training Calendar for the College
  - There was a discussion on the feasibility of having one centralized location that employees could go to see what training is being offered.
  - Christian is going to talk with Tech Services about the new Outlook being able to provide a function like that.
  - Ben is going to check with Emily Dalton (who does Inside Gaston) about having training information submitted to her for posting on a training calendar.

- 2013 Spring Graduation Date
  - After some discussion the Staff Senate gave the opinion that a Friday date for the 2013 graduation would be the most feasible. Dr. Greer will relay that opinion to Executive Council when a decision is being made on 2013 graduation date.

VIII. ANNOUNCEMENTS

- Doug presented Ben Dungan a framed certificate of thanks for serving as Staff Senate Secretary (2009-2011)
- Adele presented a plaque to Doug Bradley as thanks for serving as Staff Senate President (2011-2012)
- July 4, 2012 – College Closed
- Convocation – August 17, 2012
- Beach, Rhythm and Blues – August 25, 2012
  - Tickets for this event will be on sale soon. They are looking for volunteers to help out. All volunteers are admitted free and get an event t-shirt.

VIII. ADJOURNMENT

The meeting was adjourned at 2:40 p.m.