I. CALL TO ORDER

- The meeting was called to order at 10:01 a.m.

II. REVIEW/APPROVE MINUTES FROM PREVIOUS MEETING

- The August minutes were approved as written

III. STANDING COMMITTEE REPORTS

- New Staff Member Welcome
  - One new staff member – Guyann Fraley, Secretary-Student Services Counseling

- Calendar Committee
  - No report

- Staff Senate Social Committee
  - No report

- Gaston College Social Committee
  - The Gaston College Social Committee has been given the task of coordinating the following events: Holiday Event – December 7, 2012, Employee Appreciation Event – April 5, 2013, and Convocation – August 16, 2013

- Mini-Grant
  - Approved 2 new mini-grants – For Latino Event and for SciVisit Event in 2013

- Altrusa Award
  - No report
• **Staff Excellence Award**
  
  o Staff Excellence Award committee will create some type of information packet for the recipient of the award so they will know how to submit their nomination at the state level. Carol Elliot who won the 2012 Staff Excellence Award will be our nominee at the state level.

• **Staff Development and Training Needs**
  
  o Jennifer Phillips and Amy Dellinger will provide an upcoming interactive class on travel paperwork
  o Email Communications/Netiquette will be held tentatively in October
  o Still working on a date for Microsoft training.

• **Health Promotion Committee**
  
  o Every Step Counts starts on 9/17/12. There are over 150 participants. This initiative will run through December. They will provide 2 maps with the steps accounted for and a third map after the first frost due to bugs (nature trail). Watch for the posters suggesting steps.
  o Dana Rudisill gave a report on the points for Fruit and Vegetables. There are 101 participants. This event will end on October 5.
  o One of the goals of the Health Promotions Committee is to have a comprehensive wellness policy in place before year’s end.
  o The committee is looking for success stories to show how these programs have helped.
  o There was a mention of the Health Fair
  o October 15-19 is Wellness week
  o Dr. Greer mentioned that local industry in the Business Park has expressed interest in partnering with Gaston College on Health and Wellness Events

• **Nomination Committee**
  
  o No report

• **Marketing Committee**
  
  o Committee will work on information to put in Inside Gaston to promote Staff Senate

V. SPECIAL & AD HOC COMMITTEE REPORTS

• **Executive Council Update**

  **Summer Flex Schedule**

  As feedback regarding the 2012 Summer Flex Schedule has been positive, the Executive Council will determine if a similar schedule will be implemented for summer 2013. (Effective 5/13/13)
Salary, Advanced Degree, and Bonus Recommendations

The following were approved by the Executive Council and Board of Trustees:

- A 1.2% base salary increase or $500, whichever is greater, retroactive to 7/1/12.
- Funding for a 4% base salary increase for faculty and staff advanced degree attainment per Gaston College policy.
- A one-time, lump-sum $500 bonus, subject to availability of funds, which would be paid out in January.

Staff Excellence Award/NISOD Excellence Awards

In the past, the winner of the Staff Excellence Award and the Instructor of the Year Award were submitted as nominees for the State Excellence Awards, with winners being announced at the Excellence Event in Raleigh each spring. Instead of a statewide Excellence Event, there will be a NCCCS 50th Anniversary celebration gala. The Council agreed that the College’s winners of the Staff Excellence Award, Altrusa International, and Instructor of the Year award be included as guests for this gala, to be held June 5, 2013 in Raleigh.

It has also been the tradition to nominate our Instructor of the Year and Staff Excellence Award winners for NISOD Excellence Awards. Although the Council agreed that we would not be in a financial position to send these winners to the NISOD Conference this year, we would still nominate them for this special recognition.

- President’s Cabinet Meeting Update

  Next meeting will be September 14, 2012

- Board of Trustees Meeting

  New faculty and staff were introduced
  New board member, Pat Rudisill
  New SGA board member

  Dr. Dewey Dellinger gave a presentation about the Achieve the Dream Program and announced that Dr. Scott Ralls from NCCCS will be joining us on October 30th for the Student Success Summit.

President’s Report

- Dr. Skinner recently celebrated her 18th anniversary as president of Gaston College. As a result, she came to the college the same year that many of our incoming students were born.
- The most recent FTE audit resulted in no exceptions or concerns
- The only performance measure we had problems with was success of transfer students; Dr. Skinner indicated that the performance measures are changing statewide and Dr. Skinner has been serving on this committee
There is also an attempt to get performance funding rolled into the regular budget cycle, rather than it being an afterthought.

Dr. Skinner is serving on the committee overseeing the Math curriculum improvement project.

Dr. Skinner will be serving as part of the SACS visitation team for a community college in Texas.

Kimbrell Campus has been approved for multi-campus funding.

The Engineering Department has received reaccreditation through ABET.

The Criminal Justice Academy has been reaccredited to offer BLET and certified law enforcement programs.

The Department for EMS Education has received reaccreditation for Advanced EMS programs.

Over 1200 teachers from Gaston and Lincoln Counties attended the Teaching and Learning Conference.

The Gaston Early College High School is off to a great start and there will be a formal open house for their permanent home in the Lena Sue Beam Building coming soon.

Open House for the Firearms Training Facility will be October 4th.

SACS has approved Cosmetology and Mechatronics programs.

Several people from the college and community, including Dr. Skinner, will be visiting a Center for Advanced Manufacturing in Virginia to gather ideas for the one we hope to create.

Facilities

Several building projects completed or nearing completion.

Lena Sue Beam—final state inspection week of September 10th and have received permission to put furniture in ahead of that week.

Katherine Harper Testing Center—complete and being used as computer lab by GECHS until LSB is ready for occupancy.

Boiler Building on South Quad being refurbished.

Firearms Training Facility nearly complete.

Finance

Approved 2012-13 operating budget.

Approved 1.2% (or $500, whichever is greater) adjustment to base salary for most employee categories.

Approved adjustments for advanced degree recipients.

Approved $500 per employee bonus in early 2013, contingent on no fund reversions.

Nominating Committee

Current board leadership was re-elected.

Steve Campbell, Chair.

Jim Ragan, Vice Chair.

James Smith, Secretary.

Achieving the Dream

No Report.
VI. UNFINISHED BUSINESS

A. Goals and Objectives for 2012-13

Goals and Objectives were voted on for 2012-13 and the top 5 were approved. Those were:

- Create a centralized training and professional development calendar for the College.
- Initiate a customer service campaign by devising ways to acknowledge great customer service to our students.
- Create a new staff mentoring program.
- Continue to enhance the relationship between Faculty and Staff Senates. Co-host an event with the Faculty Senate.
- Host an Open House for faculty and staff to foster networking and departmental knowledge sharing.

B. Regular Meeting Dates/Locations for Staff Senate – 2012-13

A hand out was given of all regular meeting dates and locations for the 2012-13 year.

C. Centralized Training Calendar for the College

Karen Williams will work with Christian Smith to do a trial run on the centralized calendar to see how well it will work in the new Microsoft Outlook calendar. This should be available sometime the end of October.

D. Name Tags

Name tags for been ordered for all staff senate members. The new tags will have the updated Gaston College logo.

E. Thank You Video

The sub-committee (Ben, Joyce and Melanie) had a meeting with Bob Maier, who is the instructor for the Broadcasting Production Technology program, to request his help in filming/editing the thank you video for Dr. Skinner and the Executive Council in regards to the 36 hour 4-day summer work week. Mr. Maier agreed to film and edit the video. We will have a group shot of Staff on Friday, September 14 at noon. We are relying on word of mouth to get Staff to the shoot so we can keep it a secret from the Executive Council and Dr. Skinner. There will be individual staff interviews on Friday, September 21. We are hoping to have the video complete by October 1 so it can be presented it to the Executive Council and Dr. Skinner at their meeting on October 2.
VII. NEW BUSINESS

A. Inside Gaston
   o Adele will work with Emily Dalton on content and available space for Staff Senate submissions

B. Budget
   o Shelly Alman met with Adele and Joyce in regards to Staff Senate operating budget and gave them clarity on the appropriate use of the funds.

C. General Staff Meeting
   A date of October 9 at 2:00 pm was decided on for the General Staff meeting. This will also be an Ice Cream Social for staff. All senators are requested to get at least 1 door prize for the event. The Staff Senate Executive Council will work on the agenda for this meeting.

D. Veteran’s Day
   Darren Stewart will be lead on planning this event. Representatives from Faculty and Staff Senates will assist Mr. Stewart in the planning and implementation of the day’s events to honor our veterans. Joyce volunteered to be the representative from Staff Senate.

VIII. ANNOUNCEMENTS

A. Firearms Training Facility Open House – October 4, 2012
B. General Staff Meeting – October 9, 2012
C. Faculty/Staff Meeting – November 8, 2012

VIII. ADJOURNMENT

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