



Staff Council Meeting Minutes

Tuesday, April 30, 2019
10:00 AM
Student Center Auditorium

Call to Order: Staff Council Chair, Gratasha Banks, called the meeting to order at 10:03 am.

Approval of Minutes: The motion to accept the minutes from the last staff council meeting was made by Ashley Travis and seconded by Jeremy Monroe. The minutes were approved as printed.

Treasurer's Report/Professional Development, Creche Navarro

As of April 30, 2019, the Gordon Gives account balance is \$1,247.47, the balance of funds earned from the pancake breakfast is \$261.00. The beginning balance of the Staff Development Fund was \$24,950.00. This balance includes \$9950.00 in state funds and \$15,000.00 in Cy Neuner funds. As of April 30, 2019 the Staff Development balance is \$14,071.50.

Staff Council Bylaws Vote

Sam Lifsey presented the revised staff bylaws for a vote and they were approved. The following amendments to the revised bylaws were also approved:

- Department head level restrictions were changed to restrictions of "Administrators at the VP level"
- The definition of Shared Governance was changed to "as written in Chapter 3 of the GSC Statutes."

Ashley Travis stated that some changes would need to be made to the committees listed in Appendix 1; however, these were tabled for later discussion when more information will be available.

Shared Governance Ad Hoc Committee

Sherrri Gooch stated the Shared Governance Ad Hoc Committee completed its mission by creating a definition of shared governance that applies to the entire campus. This definition was approved by the faculty senate.

Employee Handbook

Sherrri Gooch stated the goal for completion of the EE Handbook is fall 2019, to coincide with compliance training during Ethics Week.

Human Resources, Amy Anderson

Amy Anderson introduced the following new hires:

- Megan Davidson, Vice-President of Finance & Administration
- Montrese Adger Fuller, Vice President of Institutional Advancement
- Amanda Easterwood, Administrative Assistant for Public Safety
- Dianna Goins, Custodian

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Ms. Anderson also reminded staff to periodically empty out their voicemails as there is limited space for messages.

Ms. Anderson also stated that any staff member using the Education Incentive to obtain a graduate degree must show how this degree relates to their position.

Human Resources, Jessica Yarbrough

Jessica Yarbrough stated the BOR approved a 2% merit pool for merit increases in the FY2020 budget. These increases will be effective July 1, 2019 for 12 month employees and August 1, 2019 for faculty. For an employee to be considered for a merit increase, HR must have a current evaluation on file by May 15th.

Megan Davidson clarified that if the supervisor position over an employee is vacant, evaluations will be completed by the next supervisor up the chain. She also stated that the 2% increase is a pool of funds rather than an automatic 2% increase for everyone. Merit raises will be based on performance from 1/1/18-12/31/18.

Ms. Yarbrough also stated that employees would have the opportunity to flex three workweeks this summer:

- May 13-17
- June 3-7
- July 22-26

Flexing is optional and offices must remain open Monday-Friday.

Human Resources, Sherri Gooch

Sherri Gooch stated that all retirement plan transitions are in process for the May 1st effective date. Staff have four retirement vendors: Valic, Fidelity, TIAA, and TRS. Retirement funds are automatically put into a TRS account for full-time staff members, but they can also choose to put extra retirement funds in accounts with the other three vendors.

Open enrollment is October 28-November 8, 2019. The benefits fair will be held October 7, 2019.

GSC's participation rate for the 2018 Well-Being Program was 49.7%.

On May 8, the Wellness Program will sponsor a Lunch & Learn titled "Heart Healthy-Lessons Learned" in the Private Dining Room. Lunch is provided to the first 25 people who sign up for this event.

Staff Council Nominations, Sherri Gooch

Over the past couple of months, the Staff Council lost both its Chair and Vice-Chair. The Secretary, Gratasha Banks moved into the Interim Chair position. Sherri Gooch reminded council members to vote for the currently vacant positions of Vice-Chair and Secretary.

Ms. Gooch also reminded council members that the Nominations Committee would soon begin collecting nominations for 2019-2021 Staff Council positions.

Update from Enrollment Management & Student Affairs, Dr. John Head

We have a 25% increase in freshman applicants and we are 160% ahead in freshmen admits. Open forums for the Dean of Students candidates will be held

- 5/2/19 at 3:30
- 5/3/19 at 11:00
- 5/7/19 at 3:30

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The Dean of Students will serve as our chief conduct officer and bring vibrancy to campus life.

We have had slow registrations for NSOs.

The Student Leadership Academy will be held from 8/7-8/14/19 and will include a challenging curriculum to help our student leaders become more effective.

Welcome Week for freshmen will begin on 8/15/19 and will include activities for both commuters and residential students. Welcome Week programming for all other students will be held from 8/19-8/23/19. Freshmen will move in on Thursday and return students will move in on Sunday.

Report any website issues to webmaster@gordonstate.edu.

Update from Academic Affairs, Dr. Jeffery Knighton

All three of our deans are stepping down this year. Dr. Barry Kicklighter will take over as Dean of Arts & Sciences on 7/1/19. Dr. Joseph Jones has been named Dean of the School of Education. The search for the Dean of the School of Nursing has been narrowed down to 3 candidates.

There will be a reorganization of the schools involving the addition of Biology & Chemistry to the School of Nursing. This will create the School of Nursing and Health and Natural Sciences.

Next Friday we will be graduating 272 total students with 73% of our graduates walking. Of our graduates, 128 (or 47%) are graduating with B.A. degrees. This group also includes our first Interdisciplinary Studies and BSN Pre-licensure graduates. Associate degrees will also be specified at this ceremony.

The Momentum Year is about getting freshmen successfully through their first years. We typically lose up to 50% of these students. Our Momentum Year initiatives have included revising our NSOs, creating a Welcome Week, and requiring the new FIRE course for all freshman and transfer students with low credit hours. Our focus is also on helping students make a purposeful choice about their major and develop an academic mindset. All faculty and staff can help by encouraging, mentoring, and volunteering to work with students. If you have a master's degree you may be able to teach a FIRE course.

Update from Finance & Administration, Megan Davidson

We had a 10% drop in enrollment from FY2018 to FY2019. Because of this drop, we have less Education and General (E & G) funds and less revenue stemming from mandatory fees. Due to the reduction in funding, year-end requests will not be processed this fiscal year.

While our expenses decreased from FY18 to FY19, our revenue decreased much more. The legislature as approved a 2.5% tuition increase meaning our tuition will increase from \$104.20 to \$106.80/credit hour. The BOR also approved a \$30 increase in our Student Recreation Center fee.

Update from Finance & Administration, Montrese Adger Fuller

We are still updating the branding booklet. Please wait another 2-3 weeks before using the new logo. Meanwhile, try to use up your outdated materials.

Our Marketing Team now consists of Tamara Boatwright (PR) and Jessica Eanes (Marketing Specialist).

Our Harry the Highlander mascot may change.

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Faculty-Staff Picnic

Creché Navarro stated the Faculty-Staff Picnic will be held on Thursday May 9th from 11:30-1:30 pm on the SARC green. Sodexo will provide hotdogs, hamburgers, and potato salad (compliments of the President's Office). Drinks will be provided by Buffalo Rock. Faculty and staff are encouraged to bring additional sides and desserts.

Nooks' Notes, President Nooks

Thank you for this past year--The response to Gordon from our Investiture Guests was phenomenal.

On May 1st we will have a retirement ceremony and celebration to honor our retiring faculty and staff.

The Strategic Plan has been uploaded to the website. Please review and use the time between now and July 1st to consider "What are our goals?"

Tell Me Something Good, Gratasha Banks

The following appreciation and recognitions were made:

- Dr. Anna Higgins-Harrell says "We have the best staff in the world, and I love them!"
- An anonymous contributor states "The difference between success and failure is a great team. Each person in this room, the staff of Gordon State College, has proven over and over again that they are committed to the students of this institution and to Gordon State College as a whole. Each of you are outstanding individuals and are truly a work family. Whether it's those rascals on the golf carts grinning and waving as they drive by to their next stop in making this campus look beautiful, or the custodial staff that take the time from their busy schedules to see how we're doing, or the staff that pull off event after event taking care of ALL of those little details that challenge us, or even a quick call that ends in making someone smile, it all adds up to making Gordon the great place it is. So, whether or not you get acknowledgement nearly as often as you should, I hope you know that your work, for each staff member here that constantly goes above and beyond their job descriptions because they truly care, is recognized and noticed. It is a true honor to work with each of you."
- Another anonymous contributor says "Special thanks to the Residence Life Staff for always stepping in to help in so many areas while managing other tasks on a daily basis. Your selfless acts and dedication to the Gordon State College Family has not gone unnoticed."
- Jessica Eanes submitted the following recognitions:
 - Candi Babcock and Tamara Boatwright: For guiding me and assisting me with a new set of responsibilities
 - Houston Hurt: "Thank you, again, for helping me move a folder of large-sized images from one desktop to another in a smooth seamless process."
 - Debbie Christian: For helping me check the status of my computer across campus
 - Lori Childers, Laura Schadrick, and Debbie Christian: For sending me helping hands when I needed to be in more than one place at a time
 - LaTreena Meadows: "Girl, you were on it! When I had a question or a "stress moment" about an area on campus, boom, you had the answer and directed me to the path I needed."
 - Ken White & Jason Oglesby: "Thank you for picking up the big sponsor banners and moving them around campus during investiture week."
 - Robert McCard & Scott Arceneaux : "Thank you for your consistent hard work, and helping me "McGuiver" a plan for the extra banner, and thinking outside the box!"

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- Jeremy Monroe: “Thank you for helping me set up photo shoots on campus and helping Calvin gather students for me.”
- Calvin Adams: “Thank you for your willingness to jump in and help me get in contact with students on the fly!”

Rumor Has It

None

Announcements

Debbie Christian needs help distributing Community Education catalogs

Adjournment: Gratasha Banks asked for a motion to adjourn the meeting. Ashley Travis moved to adjourn the meeting. Emily Mumford seconded the motion. The meeting was adjourned at 11:20 AM.

Respectfully Submitted by:

Creche Navarro