

**Gordon State College  
Staff Council  
Approved Meeting Minutes  
June 10, 2014  
Student Center Auditorium**

**Call to Order & Approval of Minutes:**

Staff Council President Justin White called the meeting to order at 10:30 a.m. He inquired of the staff present if any revisions or additions were needed for the Staff Council minutes dated March 4, 2014. None were suggested; a motion was made, seconded and carried to approve the minutes dated March 4, 2014.

**Old Business:**

None

**New Business:**

**Community Education** – Debbie Christian, Program Coordinator, Community Education

Debbie Christian gave an update to the “happenings” going on in the Department of Community Education. She reviewed the department mission statement which is “to be a strong link between the college and community by providing personal and professional enrichment opportunities through education.” She stated that the Department of Community Education sees things as they could be, not how they are. Debbie also provided an overview of the summer courses, activities, camps, and gave an approximate number of participants expected on campus for these events. She urged us to be sure to make our visitors feel welcome as we interact with them on campus. Please remember, these are potential future students for Gordon State College!

**Grievance Policy Update** – Justin White, Staff Council President

Staff Council President Justin White provided an update to the new Staff Grievance Policy. He reviewed background information, discussed why a new policy was needed, reviewed the goals of the new policy to separate faculty and staff into separate grievance committees, and provided an overview of the selection process for the newly formed Staff Grievance Committee. The Staff Grievance Policy has been approved by the Cabinet. The Staff Grievance Policy can be viewed on the Human Resources page of the Gordon State College web site. Please review the new policy and guidelines; all questions concerning the Staff Grievance Policy should be directed to Staff Council President Justin White or Human Resources Director Tonya Johnson.

**New Hires** – Tonya Johnson, Director of Human Resources

Tonya Johnson introduced the following people who are new hires to Gordon State College since our last meeting:

- Anthony Kendall                      Police Officer / Public Safety
- Chester Sledge                        Police Officer / Public Safety
- Richard Carreker                      Police Officer / Public Safety
- Michael Sanders                        Police Officer / Public Safety

We also have approximately 25 local Lamar County High School students working as interns on campus this summer.

Please welcome our newest members to the Gordon State College family!

**Compensation Study Update** - Tonya Johnson, Director of Human Resources

Tonya Johnson provided an update to the Compensation Study. She informed us that the final report for the Compensation Study was received approximately one and a half weeks ago and apologized for the lack of communication as to when the report was received and the delay in information, which was not intended. The report was being reviewed by Human

Resources, administration and department heads to determine how best Gordon State College can implement the recommended changes and how best to relay the information to all interested parties.

Tonya reminded us of the objectives for the compensation study: develop a plan for our campus with relevant data, develop updated job descriptions, collect survey data, and recommend a pay plan to the college. The study also recommends training for the HR department to keep the study findings current in the future.

Tonya also gave an overview of the steps of the Compensation Study: questionnaires were completed, team interviews were held in each department, faculty open forums were held, job description surveys were administered, and information was gathered from the Bureau of Labor Statistics, CUPA-HR, CVIOG customized salary survey, and other comparable resources. A report from CVIOG was received with a proposed salary scale with pay equity adjustments recommended. Pay equity involves employees who work under the same job title, but one employee may have been with Gordon State College longer than another. Pay equity allows for a higher salary based on years of service.

The next action involving this study is for letters to be sent out to all employees by July 1<sup>st</sup> containing job titles and salaries for positions held. The focus of Gordon State College is to first bring everyone up to the minimum salary suggested by the study. Please remember that budgetary constraints, which are directly related to our student enrollment number, will determine what changes Gordon State College will be able to implement from the study.

Dr. Burns, Gordon State College President, addressed the information provided by Tonya, praising her and the HR department for their hard work and dedication during the Compensation Study process, as well as HR's ability to work well with CVIOG to complete this study in a timely manner. We are currently running behind by about 1.2% of the enrollment goal of 4187, which is 100 students less than our magic enrollment number of **4287**. Dr. Burns has committed to putting all revenue from the 100 extra enrolled students we are pushing for towards the implementation of the Compensation Study recommendations. He stated that we are unable to address the equity pay at this time, but will review how to address it in the future.

Lee Fruitticher, VP for Business Affairs, also stated that the Board of Regents has given about .75% towards the salary pool for the Gordon State College Compensation Study implementation. Lee wants us to know that Dr. Burns has focused all priorities towards implementing the Compensation Study findings for our staff and faculty.

**Treasure Report Update** - Jackie Lovejoy, Staff Council Treasurer

Jackie Lovejoy, Staff Council Treasurer, reports –

Gordon Gives Funds:

- Beginning of year balance: \$1045.00
- Gordon Gives collected from Blue Jean Days: \$1891.00
- Donation to Military Memorial: (500.00)
- Donation to Lamar Co. Backpack Program: (500.00)
- Donation to Relay for Life: (1000.00)
- Staff Council Expenses: (118.33)
- Balance carried forward: **\$ 817.67**

Staff Development Funds:

- Beginning balance: \$10,000.00
- Funds used this year: (6,172.00)
- Ending balances are not carried over \*\*\*\*\*

**Tell Me Something Good!** ~ Nicole Williams, Staff Council Vice-President

The following submissions were given to Nicole for the "Tell Me Something Good!" segment:

- Natalie Rischbieter in Alumni Affairs recognized Candi Babcock for her willingness to always go the extra mile! Thank you Candi for your hard work; you are greatly appreciated.
- Debbie Cone in Admissions recognized the following people:
  - Grady's staff in Facilities for all of their help during Campus Visit Days and New Student Orientation

- Trent's staff in Facilities for keeping our campus so beautiful
- Brandon Anderson, student worker and RA, for his assistance in the Welcome Center
- Carol Morgan in Admissions recognized Kenneth Tribbey and Teresa Haynes for their daily assistance in the Admissions Office.

Thank you all for your contributions that make Gordon State College a wonderful place to be!

Nicole reminded us that you do not have to wait until it is time for a Staff Council meeting to submit "Tell Me Something Good" material. Please submit your information at any time and Nicole will keep the information until our next meeting.

**Suggestion Box:** Nicole Williams, Staff Council Vice-President

Nicole Williams reminded us of the new, updated form for the Suggestion Box is now available. The new form is a half - page, gives the mission statement and directions on one side with an area to write your suggestion on the other side of the form. There are now two (2) Suggestion Boxes available: the one we have always had outside the Mailroom and another has been placed in Facilities. Nicole collects all suggestions, logs them, and then follows up on the suggestion with the appropriate department or office. Some of the suggestions that have been or are in the process of being implemented:

- Cameras added to second floor of Student Center
- Display cases in the Student Center having updated displays
- Panic Buttons have been requested in certain offices / departments – this has been approved and should be implemented this summer.

Suggestion Box forms can also be sent to Nicole through interoffice mail or email. All suggestions are kept confidential; we ask for your contact information for clarification purposes if needed and Nicole is the only person who has access to the names of those who submit suggestions.

**Final Comments:** Justin White, Staff Council President

Justin White, Staff Council President reminded everyone present that the Gordon Gives buttons are being collected after the meeting is adjourned. If you did not bring your button to the meeting, please make sure to return it to Justin. He will give you 2 stickers to wear for the last two Jeans Days of this academic year.

WOW! This Friday is a JEANS DAY and you may still buy a sticker (**\$3**) for each of our last Jeans Days Monday through Thursday. We still have the following Gordon Gives Jeans Days coming up:

- 6/13/14
- 6/27/14

Justin motioned to adjourn the meeting, which was seconded.

**The meeting concluded at approximately 11:23 a.m.**

Respectfully submitted,  
 Laura Parks  
 Staff Council Secretary