



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

Staff Council Meeting Minutes

Tuesday, February 19, 2019

10:00 AM

Student Center Auditorium

Call to Order: Staff Council Chair, Erica Madoni, called the meeting to order at 10:01 am.

Approval of Minutes: James Crews moved to approve November 2018 meeting minutes. The motion was seconded by Sherri Gooch. The minutes were approved as printed.

Treasurer's Report/Professional Development, Erica Madoni

As of February 19, 2019, the Gordon Gives account balance is \$1,309.57. The Staff Development balance is \$19,262.

New Hires, Amy Anderson

Amy Anderson introduced the following new hires.

- Kimberly Matthews, Evaluation Specialist
- Sarah Kimbrel, Evaluation Specialist

Policy Updates, Jessica Yarbrough

Jessica Yarbrough updated the council on the following policies:

- Tobacco and Smoke Free Campus Policy
- Educational Leave Policy

Employees may view the policies on the Gordon website under Institutional Effectiveness in the GSC Campus Policies link. All policy updates should be submitted to Jennifer Bolden.

Great Colleges 2019, Sherri Gooch

Gordon State College has the opportunity to be recognized as one of the 2019 Great Colleges to Work For Program. A survey will be sent to 220 of our staff, faculty, and administrators. The survey period is March 11 - April 5, 2019. The voluntary survey is confidential and will be processed by ModernThink LLC, an independent management-consulting firm focusing on workplace quality in higher education. Responses to this survey will help us identify areas of strength that we want to build on as well as areas where we need to focus improvement efforts.

Community Education, Debbie Christian

Debbie Christian gave a brief history of the Community Education program and shared an overview of accessing the course catalog including online courses. Employees are encouraged to take classes to use as professional development.

Debbie reviewed the new R25 Live and encouraged employees to navigate the page using the test mode.

Messages to be posted on the indoor electronic signs should be submitted to Tamara Boatwright. The electronic sign on College Drive is community focused and messages should be sent to Debbie Christian.

Staff Council Bylaws, Sam Lifsey

Sam Lifsey reviewed the following suggested revisions to the Staff Council Bylaws:

Name

No change

Gordon State College Staff Council

Erica Madoni, Chair

Sharon Lloyd, Vice Chair

Gratasha Banks, Secretary

Creche Navarro, Treasurer

Shared Governance

Includes a “staff” interpretation of Shared Governance

Purpose

1. (Same)
2. (Added) Encourage & support staff training & development
3. (Edited) Advocate transparent, impartial, and equitable working conditions & standards w/ ethical excellence
4. (Same)
5. (Added) Serve as mechanism of Shared Governance
6. (Added) Means of recommending policy updates for non-faculty employees

Membership

Added that the President, Director of Human Resources, Compliance Officer/Title IX Coordinator will be non-voting members of the Council. They may not serve on Committees and will not count towards a quorum.

Consultants, contractors, temporary employees, student workers, and administrators at the Department Head level and above are not considered members of the Council.

If the Council increases beyond 300 members, another Bylaws Committee will be created to revise the Bylaws.

Elected Officers

ELECTIONS

Provisional employees cannot be nominated to be an officer.

RESPONSIBILITIES OF OFFICERS

Chair – Same responsibilities

Vice Chair – Added Parliamentarian and Faculty Liaison

Secretary – added update website, Rumor Has It, Tell Me Something Good, report recommendations

Treasurer - Added access to budget reports

REMOVAL OF OFFICERS

Added process for removal of Officers

Seven Council members petition → Executive Committee → Ad-hoc review Committee → Council vote to remove

Advisors

Removed Vice President of Finance and Administration and Director of Human Resources as advisors.

Any content expert may be asked to serve as an Advisor until the Chair dismisses them.

The past Staff Council Chair will be asked to serve as a temporary advisor for transitional purposes.

Meetings

Added another meeting to the yearly calendar.

SPECIAL MEETINGS

The Chair has explicit ability to call special meetings or a petition of 10 Council members may call a special meeting.

Committees

Removed the Awards Committee (this task will be done by the President’s Office)

STAFF DEVELOPMENT AND PROGRAMS COMMITTEE

Added the responsibility of facilitating staff-to-staff and staff-to-faculty relations

STAFF WELFARE COMMITTEE

Watch dog Employee Handbook, encourage programs to increase staff morale, increase awareness of campus and Council opportunities

GRIEVANCE COMMITTEE

Added two more seats to Committee (5 to 7)

Amendments

To submit and amend a change the Bylaws, a Staff Council Amendment Form must be submitted. The form must be submitted 20 (instead of 30) days before the next Staff Council meeting.

Proviso

All aspects of the bylaws revision will go into effect once the bylaws are voted on and adopted, except Standing Committee of the Staff Council section.

Committees will continue to operate under the Standing Committees section as laid out in the Bylaws last approved in 2015, until June 1, 2019, when the new committee members will be announced for the new committees.

This will ensure that all Committees are elected with a smooth transition from one set of Bylaws to the other.

The updated bylaws will be voted on at the April Staff Council Meeting.

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Tell Me Something Good, Sharon Lloyd

Noted in Appendix

Phishing Emails, Jason Byrd

Jason Byrd presented information on the dangers of phishing emails and showed examples of the dangerous emails. Some items to consider are:

- If you suspect an email or text message you received is a phishing attempt:
- Do not open it. In some cases, the act of opening the phishing email may cause you to compromise the security of your Personally Identifiable Information (PII).
- Do not download any attachments accompanying the message. Attachments may contain malware such as viruses, worms or spyware.
- Never click links that appear in the message. Links embedded within phishing messages direct you to fraudulent websites.
- Do not reply to the sender. Ignore any requests the sender may solicit and do not call phone numbers provided in the message.
- Report it. Help others avoid phishing attempts: Forward it to Cybersecurity@gordonstate.edu.
- Delete it immediately to prevent yourself from accidentally opening the message in the future.

Rumor Has It, Sharon Lloyd

Ashley Travis asked for an update regarding the new Student Services building. Dr. Nooks announced the building was on schedule for completion by May 22nd for the Ribbon Cutting and May 23rd New Student Orientation.

Nooks Note, Dr. Kirk Nooks

President's Administrative Council

The council will meet monthly to enhance communication on campus.

Strategic Planning

The final stage of the Strategic Planning process is February 25, 2019. The committee will meet from 9:00AM -3:00 PM followed by a massive townhall from 3:00 PM – 5:00 PM. Attendees will have the opportunity to share input and preview the theme.

Comprehensive Administrative Review

All results from the CAR study have been identified. The remainder of the process to be forwarded to campus is the timeline of implementation of the results.

Website Redesign

The new website design will be launched in April. All information to be included on the website must be updated to ensure accuracy before the conversion. Workshops will be held weekly for all Cascade users to assist in the process.

Investiture Week

The President's Investiture Week is April 22 – 27, 2019. All employees are encouraged to participate in the weekly events.

International Education Week, Erica Madoni

International Studies Council will begin planning in February for the Fall 2019 International Education Week and they are looking for three staff members to volunteer to serve and help with the planning process. Dr. Richard Baskin can be contacted at rbaskin@gordonstate.edu.

Adjournment: Sam Lifsey moved to adjourn the meeting. The meeting was adjourned at 11:23 AM.

Respectfully Submitted by:

Gratasha Banks, Recording Secretary

Erica Madoni, Chair

Gordon State College Staff Council

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Appendix

Tell Me Something Good

Anonymous

Congratulations to the Registrar's office for all the awesome new talent and thanks for continuing such great service despite hectic circumstances?

Alicia Dorton

Shared how much the counseling office appreciates the many, many donations from faculty and staff to the food pantry.

Melanie Mertz, Dr. Jackson and Dr. Stewart, BSN Department

Wanted to extend a very special thanks to Robert and Scott in Facilities. They were so helpful to the Nursing department as we were preparing for a simulation. We discovered that we needed some "back boards" for the simulation, which involved the use of CPR. We spoke with them about what would work and within the day, they made what was needed and the backboards appeared in the lab. The simulation was a great success! We really appreciate their willingness to help and their going out of their way to get the items to us swiftly. Again, thank you so much.

Jason Bryd

On 16 January, Jessica Yarbrough received an email from one of our faculty requesting the forms necessary to change their direct deposit. Jessi sent the required form to the individual using their Gordon email account along with instructions of what to do next. The individual sent the completed form back to Jessi with an electronic voided check. Jessi didn't think it looked on the up-and-up, so she emailed the faculty member back asking her to call so they could discuss. By the time Jessi had sent the email, the **hacker** (pause for effect) that initiated this scheme had already written a rule in the faculty member's mailbox to automatically mark all email received from any member in Gordon State HR department as read, and place it in the Archive folder. In the mean-time, Jessi researched the faculty member's personnel file and compared their signatures on an older document with the one on the form and found inconsistencies. Jessi sent numerous emails asking the individual to call her to confirm. She also called the individual a few times only to receive "the mailbox is full". Jessi went the extra mile to ask someone from the faculty member's department if they had another avenue of communication with them, and was successful in having the faculty member call her back. When Jessi asked the individual if they had requested a change to their direct deposit, they were completely caught off-guard. Bottom line—A faculty member's network credentials were compromised from clicking on an erroneous link, their email box had rules written to it, and they almost lost a month of pay. The outcome would look very different if Jessi would not have gone the extra mile when she thought something didn't look right. Thanks Jessi!

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