

**Gordon State College
Staff Council
Approved Meeting Minutes
November 28, 2012
Student Center Auditorium**

Call to Order & Approval of Minutes:

Staff Council President Todd Davis called the meeting to order at 10:35 a.m. He inquired of the staff present if any revisions/additions were needed for the Staff Council minutes dated September 27, 2012. None were suggested; a motion was made, seconded, and carried to approve the minutes.

Old Business:

None

New Business:

Jessica Yarbrough introduced a new member to the Gordon family since our last meeting - Dr. Lila Karki joined Gordon State College in October as a Research Analyst. His office is in the Community Education Building. If you haven't already met Dr. Karki, please be sure to welcome him!

Empty Stocking Fund - Staff Council President Todd Davis reminded everyone of the ongoing Empty Stocking Fund drive. Please bring a new, unwrapped toy to place in the donation boxes located throughout the campus. The toys will be collected during our Faculty / Staff Christmas luncheon Tuesday, Dec. 11th. The Lamar County Fire Dept. will pick up the toys on this day so that they may be delivered to needy children in Lamar County for Christmas. Todd Davis also expressed his appreciation to Clint Chastain for organizing the Empty Stocking Fund collection at Gordon this year.

Todd Davis reminded everyone of the Faculty / Staff Christmas luncheon – will be held Tuesday, Dec. 11th from 11:30 am until 1 pm in the Nursing and Health Sciences building. Sign-up sheets have been sent out to all departments. Todd encourages everyone to bring your “best dish” for this wonderful feast! This is also a Free Jeans Day for all faculty and staff. We hope that everyone will join in the festivities and attend the luncheon for a time of camaraderie and holiday joy.

Gordon State College is hosting a Red Cross Blood Drive on Thursday, November 30, from 9 am to 12:30 pm in Alumni Memorial Hall - GSC Community Education and GSC Student Activities are cosponsoring the community blood drive with the American Red Cross to benefit victims of Hurricane Sandy. A power point presentation showing the devastation from Hurricane Sandy was shown to those present at the Staff Council meeting. The American Red Cross wants to remind everyone that they do not collect blood just for emergencies, but for everyday occurrences such as accidents, surgery, cancer patients, and so forth. There is currently a shortfall of blood supply due to the cancellation of blood drives in the Northeastern United States from the damages sustained from Hurricane Sandy. If you are able to, please give blood. “The need is constant. The gratification is instant. Give blood.” ~ American Red Cross

Community Education Coordinator Debbie Christian gave a brief update concerning the Ropes Challenge Course on campus, sponsored by Academics and Community Education - Many volunteers are being trained in the use of the course and more information is to come. The Ropes Challenge Course is not just for Gordon State College use, but also for our community to use and enjoy.

Lee Fruitticher gave an update on the various construction projects around the Gordon State College campus -

*IC Building Coffee Counter – is at or near completion, personnel are being trained and it should be open and ready for business when we return in January.

*New Dining Hall addition – currently under way. It should look very different after the Christmas holiday break, with the atrium area receiving much of the work during that time. Plans are for the construction to be 100% complete in early February.

*New Student Facility – students approved a \$125 student fee that would make up the budgeted difference in cost of a new student facility building. However, with enrollment down this year, the \$125 fee would not be enough to cover our portion of cost. A new fee of \$139 was proposed and approved by a vote of 14-2 by the Student Government Association and approved by the Board of Regents. Ground breaking for this facility is expected to happen next fall, with the building completed by fall of 2014. The new building will be located in proximity to the gym parking lot.

*Testing Center – A Testing Center Coordinator has been hired, the testing center will now be a stand-alone area separate from the Admissions Office. Peter Higgins will be overseeing the Testing Center, which will open after the drop/add period in January.

*Budget Update for 2013/2014 – Lee also updated the status of the proposed budget for 2013-2014. Narratives are due to the Board of Regents in December of this year and there will be a meeting with the Chancellor in February to review requests based on projected budget and enrollment. There will also be discussion of the projected budget for 2014-2015. More information will be gathered, a campus wide budget discussion is expected to be held in March, and we hope for Gordon State to receive full funds budgeted.

Staff Council Treasurer Cindy McCard provided an update from the Council Treasury – there are no changes to report since our last meeting in September. We have spent \$4,082 this year and \$5,918 remains in the budget. This amount will remain until June 30, 2013. If you have expenses for a conference, class, etc. that will not be covered by department funds, speak to your department head and complete the paperwork to request payment through Staff Council funds.

Todd Davis gave an update for Gordon Gives / Jeans Day – it has been well received this year. Our next Jeans Day is this Friday, November 30. If you do not have a Gordon Gives button, you can still purchase stickers for \$3 per day from one of the Staff Council representatives. We will also have a Jeans Day Friday, December 7th and a FREE JEANS DAY on December 11th for the Faculty / Staff Luncheon. We have been able to raise over \$1,600 this year with the Gordon Gives program to benefit Relay for Life and the Lamar County Backpack Program. Todd also informed us that Debbie Christian had located quite a few backpacks that have already been donated to the Backpack Program to be distributed to needy students in Lamar County schools.

Todd Davis asks us to not forget about the Suggestion Box – there have been over 60 suggestions given. If you are out and about on campus and see something you feel needs to be corrected, or something you feel is needed, please add these suggestions to the suggestion box. Todd thanked Tonya Coleman for assisting him with the Suggestion Box.

Laura Bowen of Counseling Services presented methods to relieve stress – December 1st is Saturday and this can be a very stressful time of year! Complete the following steps at any time you are feeling stressed:

*While sitting with your hands in your lap and eyes closed, take a deep breath, hold, and let out (must breathe deeply)

*While continuing to take deep breaths, focus on your breathing and begin to consciously relax individual body parts, beginning with the head, then ears, relax and gently roll neck, then shoulders, relax and gently stretch torso area, then arms, stretch and relax legs, feet, and finally toes. Remember to breathe deeply while completing the exercise.

*Remember to have fun! Buy a Bolo paddle; don't be like Eeyore – someone does care; be nice to each other, celebrate, and practice what we preach (kindness).

*Also remember H.A.L.T. – Hungry? Remember to eat. Angry? Use the Bolo paddle. Lonely? Get together with some friends / others. Tired? Don't forget to rest.

*Don't be the "screaming rubber chicken!" (you had to be there).

Staff Council President Todd Davis, dressed in a sumo wrestler costume (you really missed something if you missed our meeting!) gave an update for the Grievance Committee – we currently do not have anything in place.

*The Grievance Committee is needed to comply with Georgia Board of Regents requirements. The Staff Council President organizes the committee, which is made up of 5 faculty members and 5 staff members who are full-time and have at least one year of continuous service to the college. Supervisors, division chairs and vice presidents are excluded. The 5 staff members will be elected at the last staff council meeting of the spring semester and will serve the remainder of this academic year (through June). The following staff members agreed to serve: Karen Stigura, Dale Lucear, Walter Bibbs, Debbie Christian, Dawn Byous, with Allison Malautea as an alternate.

*Duties of the Grievance Committee - 1) to elect a chair; 2) to become familiar with the "Grievances" section (Section D) of the Gordon College Statutes; 3) to further educate its membership with materials and offerings of the Consortium for Negotiation and Conflict Resolution; 4) to become familiar with the Board of Regent's Initiative and Policy Direction on Conflict Resolution; 5) to serve on grievance review panels when called as detailed in the "Grievances" section (Chapter 3, Section D) of the Gordon College Statutes.

Another segment of "Tell Me Something Good" was presented by Staff Council president Todd Davis who recognized the following nominees:

*Facilities and Computer Services (IT) Departments were recognized by the Math and Natural Sciences division for their help during the Math and Natural Science Department move. Facilities and IT personnel were helpful, always ready to assist, and always willing to help out in any way needed. A big thank you goes out to everyone who works in one of these departments. You guys rock!

Richard Vereen	Grady Sullivan
Kenny Cunningham	Reggie Hamm
Curtis Carter	Edward Curtis
Steven Sullivan	Tobias (Keon) Walker
Harold Woodard	Charlie Banks
Scott Arceneaux	Todd Griffin
Jeff Hayes	Water Bibb
Susan Crosby	Dian Pitts
Brandon Jones	Hugh Shepard
Troy Stout	*All others in Facilities and Computer Services!!!

*Todd Davis also thanked those who serve as representatives for the Gordon Gives campaign in various departments across campus:

Rori Herriage	Welcome Center
Sue O'Neal	Financial Aid
Dian Pitts	IC Building, Computer Services
Betty Carper	IC Building 215
Phyllis Walker	Human Resources
Jessica Yarbrough	Human Resources
Beverly Dyche	Community Education
Crystal Cato	Business Office
Allison Malautea	Public Safety/Campus Police
Wanda Grant	Bookstore
Shirley Meeks	Facilities/Plant Operations

Final Comments:

*Dr. Burns acknowledged the service and pending retirement of Dr. Ed Wheeler. Dr. Wheeler announced his plans to step down as Vice President of Academic Affairs at the end of this academic year. Dr. Burns states that it will be hard to fill Dr. Wheeler's shoes; he has performed a wonderful job for Gordon State College during his tenure here.

*Dr. Burns also gave a brief report on Gordon State College's Enrollment Management Process:

- enrollment has fallen off some over the past few years and we are working to improve and maintain
- a study of how Gordon is perceived by current students, potential students who applied but did not come for fall semester, and of people in the surrounding communities is being conducted.
- electronic billboards (6) are now being used in Henry County in the McDonough area to advertise Gordon State College
- billboards are not being used along the expressways, but in communities
- Tamara Boatwright is organizing this effort
- Candi Babcock created the graphics
- targeted messages will be used on the boards from January through June

-results of this effort will be tracked

-there will also be an effort used through print and internet media in the surrounding 7 counties

*Dr. Burns thanked everyone in the effort to assist and cooperate during the construction of the new cafeteria expansion. Being able to complete this project and continue to use the dining hall facilities during the construction process saved Gordon a great amount of money.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Laura Parks
Staff Council Secretary